REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD TEAMS

February 6, 2025

For

Washington State University
Knott Dairy Center Digester

By

Facilities Services, Capital

Statement of Qualifications Deadline: March 4, 2025, 3:00 pm

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I. INTRODUCTION

ABOUT THE PROJECT

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 Knott Dairy Center Digester. 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.
- This Digester is highly specialized equipment and the design-build approach will be highly beneficial in developing the construction methodology.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the new Demonstration Digester. 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 site-specific solution.

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:

- The Design-Build team will need to assist in the siting, waste recipe, and operating plan.
- Design-Build Team that can identify and utilize a digester specialist to develop a business and operations plan, including waste management and transport logistics.
- Design-Build Team's that have thought of innovative ideas around prompt pay within the project structure.

Team members selected and identified in the SOQ response should be limited to the builder and the prime designer; further selection of sub-tier contractors and design professionals will occur after a finalist is selected and in consult with the Owner.

POINT OF CONTACT

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

Cynthia Arbour, Project Manager
carbour@wsu.edu
Phone: 509-335-7010

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. At this time 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

Kimi Lucas, Director of Operations, WSU CAHNRS
Since 2015, Kimi Lucas has used her higher education business management strategies to enhance operations statewide as the College of Agriculture, Human, and Natural Resource Sciences (CAHNRS) Director of Operations. Kimi provides leadership, direction, and oversight of CAHNRS Capital Projects, Information Technology, Space, Safety, Risk, and Land Service Agreement Management. Her organization actively engages across the state with the four Research and Extension Centers, plus locations in every county, one tribal entity, and the Pullman campus and farms.

Gordon Murdoch, PhD Professor and Chair, Department of Animal Sciences
Dr. Murdoch has maintained a large animal research program for more than 30 years, with a background and training in physiology and growth. He has expertise in metabolism, livestock production, teaching and leadership. Dr. Murdoch was responsible for re-initiating the Knott Dairy Center on the list of facilities needing Major Capital investment when he started as Chair in August of 2020. Over the past three years, Gordon has had management oversight and budgetary control of the department's Dairy Center, Beef Center, Cattle Lab, Meats Lab, Feed Mill, research labs and offices.

Dr. Shulin Chen, Professor, Biological Systems Engineering
Dr. Shulin Chen is a Professor of Biological Systems Engineering at Washington State University. He holds a PhD in Biological and Environmental Engineering from Cornell University and is also a registered engineer in the state of Washington. Dr. Chen's expertise is in the field of Bioproduct and Bioenergy. He leads an active research program on anaerobic digestion processes and technologies and waste management and published extensively in the related areas.

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. Her extended family has a background in dairy, which she will use along with her planning skills to develop solutions that make effective use of the project funds.

Brian Funke, Construction Manager, Facilities Services, Capital
Brian was raised on a large cattle and farm operation. He has an Associate Degree in Animal Science and Farm Management and became a Herdsman for Registered Polled Hereford Ranch in Boise. He participated in a four-year Electrical Apprenticeship School and worked on large constructions sites as both an Electrical Apprentice & Journeyman and finished as an Electrical Project Forman/Supervisor for large scale construction projects. He currently works for WSU Facilities Services as a Construction Manager and Project Manager for Electrical Infrastructure Projects. He will be the Construction Manager for this project.

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 major capital projects using alternative delivery methods. Louise is DBIA certified and a registered architect. Her expertise in Design-Build selection will be a valuable asset during this procurement and as leadership guidance throughout the life of the project.

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 over 400 individuals, they 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 collaboratively developing a unique and tailored solution with the University stakeholders. The University is seeking a team which can develop a thoughtful, meaningful, functional, solution which serves all the program needs.

The nature of the WSU progressive design-build process is to work with a committed team of skilled designers and builders to develop this project. The design-build team must be sufficiently familiar with the project parameters such that they are able to commit to achieving the programmatic goals working with the university team. WSU is not seeking a developed solution through the RFQ and RFP process, but rather is seeking a team with whom we can collaborate and develop the most successful solution that meets the needs of the program.

WSU desires to design and install a small commercial-scale anaerobic digester on the Pullman Campus for research and demonstration purposes. The design-build team will collaborate with the University to determine the appropriate location for the installation and any required site improvements or utilities needed to support the equipment. The design-build team will also work with the University to develop a cost-neutral operation of the digester after installation. These operational considerations should consider the use of the output produced by the digester, what input material is appropriate given the University operations, and what features should be included in the digester to attain the goals of the University.

PROCUREMENT AND PROJECT MILESTONE SCHEDULE

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

1. **Issue Request for Qualifications (RFQ):** **February 6, 2025**
   a. RFQ Informational Meeting February 20, 2025 @ 11:00am
      Join Zoom Meeting from PC, Mac, Linux, iOS, or Android:
      https://wsu.zoom.us/j/98278133033?pwd=TiPUvLUCERjdXlPHHF3Na0Xpg9mbE9.1&from=addon
      Meeting ID: 982 7813 3033
      Passcode: 691815
   b. Deadline for Questions and Clarifications: February 25, 2025
   c. Statements of Qualifications due: **March 4, 2025 @ 3:00pm**
   d. Announce Shortlisted Proposers: March 11, 2025

2. **Issue Request for Proposals (RFP):** **March 18, 2025**
   a. RFP Informational Meeting: March 20, 2025 @ 2:00pm
   b. Finalists Interviews: March 31 - April 4, 2025
   c. RFP Submittal deadline: **April 10, 2025**
   d. Announce Final Team: April 17, 2025

3. **Execution of the Agreement:** **April 24, 2025**

4. **Construction Completion:** **April 2026**

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be $7,600,000. 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.

III. STATEMENT OF QUALIFICATION REQUIREMENTS AND CRITERIA

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 single pages for all submittal information. Font size to not be less than 10 point, no links within the content will be reviewed and any pages beyond the two pages will not be reviewed.

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.
d. Provide abbreviated resumes of the key individuals working as the Design-Build Team along with three references for each individual.

2. Design-Build Team Experience

a. Provide the proposed Design-Build Team members' specialized experience and competence in research based agricultural facilities.
b. Provide the proposed Team members' specialized experience with design of specialized equipment support systems and life cycle cost analysis.
c. Provide relevant past performance of Team members working on a highly collaborative integrated project team. Include type of project, budget, issues addressed during design and construction, construction duration, and what made this a highly functioning team. Clearly identify which proposed 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 in a way that maximizes the value of the delivery model and fosters a highly collaborative and effective project team.

b. Approach to meeting WSU's goals for the Project within the target budget and overall project schedule. Describe the tools, tactics and strategies that will be utilized in the approach and meeting guarantees for energy and operations.
c. Articulate how the Design-Build Team will deliver quality design management and coordination and how that effort will carry forward into the construction phase, turnover, and operation of the facility. What do you see as the unique challenges to this type of project and how would you propose managing those challenges?
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 certified by OMWBE Small and Diverse Businesses (OMWBE), identified women owned business (WBE), identified minority owned business (MBE), identified small business (SBE), and veteran owned business (VBE) within your firm, sub consultants, subcontractors, suppliers, etc.
b. Provide the following summary level data demonstrating the DB team's past performance in utilization of small business entities and office of minority and women's business enterprises certified business for a minimum of two projects within the last five years:
    a. Project Data:
        i. Total Project Cost (aka GMP, amount contracted to the project owner inclusive of DBs Work)
        ii. Value of Work by OMWBE Certified Firms
        iii. Value of Work by Qualified Firms (those firms who meet the definition but are not certified in the State of Washington and all other certification types).
        iv. Date of Award and Date of Completion (if applicable).

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, L&I/DOSH, 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 is capable of obtaining 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.
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	30 points
2.	Team Experience	25 points
3.	Project Approach	30 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 March 4, 2025**. SOQs are to be emailed to contracts@wsu.edu and copied to carbour@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.

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.

IV. RFP SELECTION PROCESS

RFP RESPONSE PERIOD

The RFP will include a general description of the Project including programmatic, technical requirements and 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.

The interview will be 90-minutes in length and held virtually. The goal of this interview is to assess the team's approach to virtual collaboration and to allow an opportunity to explore the Design-Build team's interactions.

Rendered images, sophisticated physical models, animations, or other forms of finely presented designs are specifically not to be a part of this interview and are believed to be premature at this stage of the project. Rather, the University team wishes to understand the iterative, explorative nature of the design-build teams' process and how the design-build teams are able to do so within the established goals of the project.

The design-build proposer will have limited time to prepare for these interviews. This is intentional, as the University wishes to respect the investment made by proposers pursuing this 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 University seeks to engage the specific individuals with whom we will be working with during the design-build process. Consequently, design-build proposers shall limit attendees at the interview to those team members who will truly be involved in the development of the project, with no more than 4 representatives from the Design-Build Team. 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 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	45 points
2.	Project Execution Plan	55 points
3.	Project Specific Diverse Business Inclusion Plan	15 points
4.	Project Schedule	15 points
5.	Cost Analysis / Fee	10 points
6.	Proposal Requirements	10 points
	Total	**150 points**

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 $3,000 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.

V. 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."

END OF REQUEST FOR QUALIFICATIONS