



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

April 10, 2025

For

**Washington State University
Cougar Football Complex Locker Room Renovation**

By

Facilities Services, Capital

Statement of Qualifications Deadline: April 24, 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. Locker Room Renovation | Design Concepts 2/12/2024
- 2. WSU Design Guidelines and Design & Construction Standards downloaded 4/10/2025
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
 - 2.1. Project Deviation Log (provided upon award).
- 3. Project Manual 4/10/2025
- 4. Washington State Clean Buildings Performance Standard:
<https://www.commerce.wa.gov/growing-the-economy/energy/buildings/>

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 Cougar Football Complex Locker Room Renovation. 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 and innovation in the complete delivery of university projects.
- The renovation of this facility will require close coordination between the entire project team (designers, vendors, maintenance & operations staff, contractors, and football staff) in order to meet the schedule as well as the current and future needs of the program.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Cougar Football Complex Locker Room Renovation. 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- and campus-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:

- Local and diverse Design-Build teams are encouraged to consider this project.
- Teams who are willing to think about innovation in all aspects of the project.
- Teams who will build their team with small and diverse business success in mind.
- Teams that have thought of innovative ideas around prompt pay within the contract 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:

Jason Baerlocher, Project Manager

Jason.baerlocher@wsu.edu

Phone: 509-335-9012

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

Name	Position
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Shawn Deeds, Senior Associate Director of Athletics, Events & Facility Ops

Shawn's duties include day-to-day oversight and coordination for all athletic events, facility operations and postseason competition, as well as oversight and management of postseason competition for WSU's sports programs. Shawn first came to WSU in 1991 as a student-athlete and has had a lasting impact on football operations and Athletics through his successful management of WSU's largest events.

Jason Baerlocher, Project Manager, Facilities Services, Capital

Jason is currently a project manager for WSU, a position he has held for the past 10 years. Prior to his time at WSU, he spent 14 years as a Project Manager for a commercial contractor focused mainly on negotiated, private sector projects. Jason has managed many Design-Build projects at WSU and is very involved in improving the way projects are procured, managed, and implemented at WSU. Jason will be involved throughout the project providing experienced leadership and helping create the culture necessary for a successful project.

Ike Ukaegbu, Deputy Director of Athletics

Ike Ukaegbu was named Deputy Director of Athletics at Washington State University in June 2022. In addition to serving as the support administrator for Football and Men's Basketball, Ike oversees all areas of sport performance including Athletic Medicine, Mental Health, Strength & Conditioning, Performance Nutrition and Equipment Operations.

Jon Shaeffer, Chief of Staff - Football

Jon Shaeffer was named Chief of Staff for football at Washington State University in January of 2025. As Chief of Staff, Shaeffer will oversee various assets of the football program including travel, budget, scheduling, and the day-to-day operations. Prior to his time at Washington State University, Shaeffer spent the previous 12 seasons at South Dakota State University, including the past 6 seasons as Director of Football Operations. While at SDSU, Shaeffer was part of 12 FCS Playoff teams, 4 Missouri Valley Football Conference Championships, and 2 FCS National Championships.

Jon Shaeffer

Stacy Gravel, Project Manager, Facilities Services, Capital

Stacy has been a member of the Facilities Services team for over 16 years serving as a designer and/ or project manager on various tenant improvement projects. Stacy also provides interior design services on WSU Capital projects as an owner representative for interiors and furniture specifications. Stacy is NCIDQ certified and a member of AUID (Association of University Interior Designers).

Non-voting Participants

Name	Position
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Adam Ferry, Construction Manager, Facilities Services, Capital

Adam started at Washington State University as a Drafting Technician 15 years ago. Over time he has transitioned to a designer's position and from there took on more of a project management role as well as part timing as a construction manager. He has most recently been performing the role of WSU Construction Manager for Design-Build projects such the Interior Lab Renovations for Eastlick, Abelson, and Bustad Halls as well as the new Champion Center supporting WSU Student Athletes.

OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

Due to their involvement in the preparation of the Pre-Design document the following consultants are not eligible to serve on a Design-Build Team; respondents are prohibited from contacting or communicating with any of the following consultants to solicit advice or information relating to the Project in any way, including but not limited to: technical, legal, financial, or contractual.

- Gensler
- Turner Construction

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 that meets the current and future needs of the WSU Football program and strengthens the athletic department.

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 building solution that meets the needs of the program. WSU is seeking teams who demonstrate a very clear understanding of the distinction between an immediate Design-Build solution versus a commitment to a process of exploration.

The Cougar Football Complex locker room is an essential aspect in building comradery, team culture, and long-lasting relationships. The locker room is used by the current team and will ideally be utilized as a selling point in recruiting after updates are complete. The planned renovations are necessary for a variety of reasons. These reasons include competitive recruiting, a more efficient space, and a location designed with player inclusiveness and the student-athlete experience in mind. Our football program sometimes avoids showing recruits the locker room due to its current state. Currently, the locker room has stained carpets, broken lockers, and broken cabinetry inside the lockers, the constant repair of the lockers to keep them operational is a significant drain on the equipment and maintenance staff. The infrastructure primarily electrical / low voltage as well as branding need to be updated as part of this project.

The renovation of the Locker Room needs to take place outside of the fall football season so the window to complete onsite construction activities for the project is from January through July and we are targeting the on-site work to start in January 2026.

SITE VISITS

WSU will provide reasonable access to the Project Site for Proposers through coordination with the WSU Project Manager.

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): | April 10, 2025 |
| a. Deadline for Questions and Clarifications: | April 18, 2025 |
| b. <u>Statements of Qualifications due:</u> | April 24, 2025, 3:00 pm |
| c. Phone Interview, as needed: | April 29, 2025 |

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|--|-----------------------------|
| d. Announce Shortlisted Proposers: | April 30, 2025 |
| 2. Issue Request for Proposals (RFP): | May 7, 2025 |
| a. RFP Informational Meeting: | May 8, 2025, 2:00 pm |
| b. Finalists Interviews: | May 19, 2025 – May 22, 2025 |
| c. <u>RFP Submittal deadline:</u> | May 30, 2025 3:00 pm |
| d. Announce Final Team: | June 6, 2025 |
| 3. Execution of the Agreement: | June 13, 2025 |
| 4. Construction Completion: | July 2026 |

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$2,300,000. 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 the 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.

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 Assembly

- a. Provide the proposed Design-Build Team members' specialized experience and competence in creating multipurpose spaces to meet the needs of a diverse group of highly motivated individuals. 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.
- b. Describe why have you assembled this team for this project and how will the proposed members work together to complement each other's strengths.

3. Project Approach

- a. Describe your overall approach to delivering this contract to meet the overall goals, engaging the stakeholders, and maximizing available resources.
- b. Approach to overall project management that includes preconstruction services, stakeholder engagement, 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 three example case studies to represent the DB team's past performance in utilization of small business entities and office of minority and women's business enterprises certified businesses. Include as many of the items listed below in each case study as possible:
 - a. Firm Name
 - b. Subcontracted Tier
 - c. Type of Work Performed
 - d. Certification Type
 - e. Contract Value
 - f. Length of time in business at the time of the project.
 - g. How many times have you contracted with them previously and or since this project?
 - h. What did you do to make them successful? Or not?
 - i. Other items of interest.
- 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, 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 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.

If clear determination of the shortlist is not possible based solely upon SOQ's, the University may, at its discretion, invite the highest ranked respondents (no more than six) to a phone interview where Design-Build proposers will be asked to clarify information about their capabilities and qualifications. The pre-finalists will be not receive much notice ahead of this potential phone interview and extensive preparations on the part of the Design-Builder are expressly discouraged for this potential interview.

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

1. Design-Build Team Organization and Responsibilities	30 points
2. Design-Build Team Assembly	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 April 24, 2025**. SOQs are to be emailed to contracts@wsu.edu and copied to PM email address. 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.

IV. RFP SELECTION PROCESS

RFP RESPONSE PERIOD

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

An important element of this RFP stage of the selection will be an interview. The interview take place on the Pullman Campus at a location to be announced with the RFP. The goal of this interview is to understand the working relationship and the design process of the design-build team. The interview session is anticipated to be approximately two hours in length and include an interactive design charrette.

Rendered images, sophisticated physical models, animations, or other forms of finely presented designs are specifically not to be a part of the 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. Issues relevant to this work session are an understanding of the breadth of critical issues and drivers that may influence the core understanding of the project; an exploration of programmatic elements that are seen as critical and opportunities for enriching the project; or other aspects of the program/context which may influence the evolution of a solution. The design-build teams' understanding of a project cost model, including opportunities within the model for meaningful alternatives and choices, is of great interest to the selection team. The design-build teams should be prepared to discuss cost and scope relationships during this exploratory process. This includes the teams approach to the design deliverables during the design progression to show the progress of the team's ability to deliver within the established GMP.

The design-build proposer will have limited time to prepare for this 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 the true iterative abilities and nature of the design-build proposer; to show a meaningful exploration of issues and ideas; to illustrate a process of establishing priorities through the consideration of choices and alternatives; and to demonstrate how the design-build team will engage the university team and facilitate a meaningful stakeholder-driven design process. 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 | 35 points |
| 2. Design Approach | 30 points |
| 3. Project Execution Plan | 40 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
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