



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

**May 23, 2025**

For

**Washington State University  
25-27 Roof Renewal on Various Campuses**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: June 18, 2025, 3:00 pm**

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#### **INFORMATIONAL ITEMS**

- 1. WSU Design Guidelines and Design & Construction Standards downloaded 5/23/2025  
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
- 1.1. Project Deviation Log (provided upon award).
- 2. Project Manual 5/23/2025
- 3. 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 25-27 Roof Renewal on Various WSU Campuses. 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 on the Roof Replacement on Various WSU Campuses. This process shall be truly integrated and shall engage the university stakeholders in a process that will ensure a site- and campus-specific solution.

Teams may apply as a more traditional fully formed design-build team or the prime proposer may choose to describe their plan to bring on partners after the selection process, or another hybrid teaming approach.

Teams that have thought of innovative ideas around prompt pay within their contract structure.

### **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)  
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. 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**

#### Kevin Poitra, Project Manager Facilities Services, Capital

Kevin is currently a project manager/construction manager with Facilities Services and has worked at WSU since 2004. Kevin has extensive experience managing Design Build Roof projects. Kevin will serve as both the Project Manager and Construction Manager for this project.

#### Carl Groseclose, Maintenance Mechanic 2 Facilities Services, Vancouver Campus

Carl is currently a Maintenance Mechanic 2 on the WSU Vancouver Campus; He has spent most of his career working in the Public Sector. Prior to his time at WSU Vancouver, he spent the last 2 ½ years as the primary point of contact at WSU Puyallup for faculty, staff, students for various projects such as roof replacements, MEP upgrades, greenhouse updates, and student housing remodels.

Neil Burton, Project Manager Facilities Services, Capital

Neil Burton, Facilities Services PM. Neil has been with WSU since 201/23, prior to . Neil worked at WSU prior to 1/23 as a contractor for five5 years as the manager PM for the JOC Contract. Neil worked for a General Contractor as Project Manager and Operations Manager on construction contracts/projects for the DOD and DOE covering the entire United States and totaling \$300M from 1999 to 2022 before joining WSU.

Dean Neppel, Maintenance Mechanic 3 Facilities Services Construction Structural

Dean has been with WSU Facilities Services Roof Shop since 2005 in the Roof Shop. In 2023, he was promoted to Maintenance Mechanic 3, now leading the Roof Shop and Sign Shop. In 2008, along with two other partners, Dean opened a local roofing company specializing in residential and commercial roofing. That business lasted for fourteen years.

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 during the RFQ and RFP phase providing experienced leadership and helping create the culture necessary for a successful project.

**Non-voting Participants**

Randy Cavanaugh, Maintenance Specialist 4Four

Randy has been with WSU Facilities Services for 10 years. He started as the Roof Shop Supervisor in 2013. In 2018 his role expanded to include Structural Shop Supervisor. His direct reports are the Carpenter Shop, Paint Shop, Key Shop and Roof Shop. Prior to his employment at WSU, he worked on commercial and residential roofing crews as a journeyman and foreman for over 20 years. He also holds a journeyman card with Roofers and Waterproofers Local 190. Randy will serve as the subject matter expert for WSU.

**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 approximately 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 progressive 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 University program needs and strengthens the campus.

The design-build team must be sufficiently familiar with the project parameters such that they are able to commit to achieving the programmatic project 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 roof renewal solutions that meets the needs of the University.

Washington State University has long implemented a roofing program with scheduled replacements, repairs and or overlays, a WSU standard pallet of roofing materials, details, and the training or re-training of maintenance personnel in the proper techniques for installing, repairing, and maintaining the roofs on

Washington State University's campuses across the state. This project intends to continue with replacement, repairing and or overlaying roofs on Pullman, Tri-Cities, Vancouver and Spokane Campuses.

The following buildings are intended to be included in this renewal program:

- Washington Building (approximately 22,500 square feet of an overlay system)
- Vancouver campus Science & Engineering Building (approximately 5,000 square feet of metal ridge cap repair, and Skylight renewal)
- Tri-Cities Campus BSEL Facility (approximately 35,000 square feet of a Coating Restoration System with embedded 6" polyester reinforcement)
- Spokane campus Health Science Building (approximately 30,000 square feet of an overlay system)

Pending potential funding levels, the following roofs may be incorporated into the contract:

- Todd Hall (approximately 42,000 square feet of a reroof or overlay system)
- Todd Hall Addition (approximately 10,500 square feet of a reroof or overlay system)

WSU reserves the right to add or remove subprojects included in the contract program based upon the needs of the University and the development of the program throughout design and construction of the contract.

WSU intends that all roofs achieve a serviceable condition with a commitment to maintenance, repair, overlay, and replacement using the WSU Standard acceptable Roofing Manufacturers product, and warranty to protect the University's assets. WSU is looking for a Design-Build team who has completed the Roofing Manufacture's Contractor training course and has proof of good standing. WSU is specifically interested in Design-Build Firms who have experience managing multiple projects within one contract, who can plan and deliver an effective solution within the scheduled outlined outline for this project; and facilitate the permitted design and construction for quality roof replacements.

## **SITE VISITS**

WSU will provide reasonable access to the Project Sites for Proposers (Site visits should be 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>May 23, 2025</b>         |
| a. Deadline for Questions and Clarifications:     | June 6, 2025 5:00 pm        |
| b. <u>Statements of Qualifications due:</u>       | <b>June 18, 2025 3:00pm</b> |
| c. Announce Shortlisted Proposers:                | June 25, 2025               |
| <b>2. Issue Request for Proposals (RFP):</b>      | <b>July 2, 2025</b>         |
| a. RFP Informational Meeting:                     | July 8 2025 10:00am         |
| b. Finalists Interviews:                          | July 14-18 2025             |
| c. <u>RFP Submittal deadline:</u>                 | <b>July 24, 2025 3:00pm</b> |
| d. Announce Final Team:                           | August 1, 2025              |
| <b>3. Execution of the Agreement:</b>             | <b>August 7, 2025</b>       |
| <b>4. Construction Completion:</b>                | <b>April 30, 2027</b>       |

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

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$3,270,000.00. 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 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 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. Provide 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 along with three references for each individual. 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. Identify a minimum of three (3) and maximum of (5) EPDM, TPO, Metal Panel, or Coating of commercial roofing projects your firm has completed in the past (5) calendar years. Include size of roof, location, construction schedule, and contract delivery method (DB, DBB, GCCM, etc..).
  - b. Provide the proposed Design-Build Team members' specialized experience and competence in managing multiple complex projects across a campus environment.
  - c. Identify how many years the Design Build Firm or key personnel have been approved, authorized, or licensed by the Roofing Manufactures listed in the WSU Standards to install their EPDM or TPO membrane product.
  - d. Provide relevant past performance of Team members working on projects of similar size and type to this Project (tear off/roof replacement; overlays; occupied buildings on a campus setting).
- a. Project Approach**
- b. Describe the approach to managing the target budget and overall project schedule. Describe the tools, tactics and strategies that will be utilized in the approach.
  - c. Articulate how the Design-Build Team will manage the design effort that maintains the project goals and stakeholder input.
  - d. Approach to overall project management that includes preconstruction services, cost estimating, schedule adherence, team onboarding, risk management, and scope confirmation.
  - e. 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.

### **3. 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 which 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.

**4. 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.

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                                        | 35 points  |
| 3. Project Approach                                       | 30 points  |
| 4. Business Equity and Diverse Business Inclusion History | 101 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 June 18, 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 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 one, 90-minute virtual, interview. The design-build proposer will have limited time to prepare for the virtual interview. This is intentional, as the University wishes to respect the investment made by proposers pursuing this project. The goal of this interview is to understand the working relationship and the design process of the design-build team.

The University team wishes to understand the design-build team's process and how the process incorporates 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; and exploration of project elements that are seen as critical and opportunities for enriching the project; or other aspects of the program/site/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 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. At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing key stakeholders and Technical Consultants 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                                     | 30 points         |
| 2. Design Approach                                  | 30 points         |
| 3. Project Execution Plan                           | 35 points         |
| 4. Project Specific Diverse Business Inclusion Plan | 15 points         |
| 5. Project Schedule                                 | 15 points         |
| 6. Cost Analysis / Fee                              | 15 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 \$2,500.00 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