



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

**July 15, 2025
Conformed July 16, 2025**

For

Washington State University

**25-27 Mechanical, Electrical, Plumbing and Metering
Renewal**

By

Facilities Services, Capital

Statement of Qualifications Deadline: August 7, 2025, 3:00 pm

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- 1. WSU Design Guidelines and Design & Construction Standards downloaded July 15, 2025
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
 - 1.1. Project Deviation Log (provided upon award).
- 2. Project Manual July 15, 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 Mechanical, Electrical, Plumbing and Metering Renewal. 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 Mechanical, Electrical, Plumbing and Metering Renewal 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 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 small Design-Build teams are encouraged to consider this project.
- Small business inclusion, expansion, and development in the public works sector and Design-Build process.
- Challenging the assumptions of design and construction to provide the best value for the cost of the project.
- Innovation with prompt pay structures towards lower tier subcontractors and subconsultants.
- Teams that show exemplary communication and coordination skills to plan out and reduce impacts to user groups.

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:

Kevin Poitra
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

Jeff Lannigan, Associate Director of Utilities & Energy, Facilities Services

Jeff is the Associate Director for Utilities and Energy with Facilities Services and has worked at WSU since 2000. Jeff oversees utility production and distribution, and energy procurement. In his prior role as a Capital Project Manager, Jeff delivered over \$250 million in capital construction on the Pullman campus. Jeff is a registered Mechanical Engineer, a native of Eastern Washington state, and a WSU Alumni. Jeff will serve as a Subject Matter Expert for this project.

Tom Moore, Maintenance Specialist 4, Facilities Services

Tom brings a wealth of expertise to building maintenance, backed by 24 years of dedicated service at Washington State University. His comprehensive understanding of building systems is further enhanced by 30 years of experience in the electrical field, making him a highly skilled and knowledgeable professional. Tom will serve as a subject matter expert for this project.

Rex Riggs, Maintenance Specialist 4, Facilities Services

Rex has been with Facilities Services for almost 7 years and is currently the supervisor for the HVAC Controls Shop and Refrigeration Shop. Before coming to WSU, Rex was an HVAC controls contractor with a large industry vendor where he served as a technician, service, sales, and Project Management. Rex obtained a bachelor's degree in industrial technologies from the University of Idaho as well as served 6 years in the United States Navy as an Electronic Warfare Technician. Rex will serve as a subject matter expert for this project.

Kevin Poitra, Project Manager, Facilities Services

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. Kevin is a DBIA Associate. Kevin will serve as the Project Manager for this project.

John Slagboom, Energy Engineer, Facilities Services

John began his role as an Energy Engineer/Project Manager for Facilities Services in 2024. Prior to this, he spent his career assisting public, private, and residential clients with Utilities Expense Monitoring and Energy Efficiency Project Management. At WSU, John collaborates closely with Kent Overby and Jeff Lannigan to integrate and improve the monitoring, reporting, and projection of WSU's utility usage for internal and external stakeholders. John is a registered CEM and WSU MBA alumnus.

Non-voting Participants

Jason Harper, Construction Manager, Facilities Services

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 with WSU with a focus on project safety, collaboration, and successful project completion.

OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

There are no consultants prohibited from contracting for this 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 just under 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 unique and tailored solutions with the University stakeholders. The University is seeking a team which can develop a thoughtful, meaningful, functional, solution to renew the mechanical, electrical, plumbing and metering systems in several facilities on the Pullman Campus during the 25-27 biennium.

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. 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 Design-Build Team must be prepared to manage multiple projects under one Design-build contract. The work may lend itself well to multiple trade partners to address the different scopes across the campus system. The Design-Build team shall collaborate with Washington State University stakeholders to plan and execute effective solutions and coordinate shutdowns of various building systems within the occupied buildings.

The full Design-Build team must be able to provide solutions that encompass the following guiding principles: deferred maintenance reduction, infrastructure renewal, energy savings and smart building technology implementation.

SITE VISITS

We do not anticipate providing site visits during the RFQ phase of procurement.

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): | July 15, 2025 |
| a. Deadline for Questions and Clarifications: | July 30, 2025 |
| b. <u>Statements of Qualifications due:</u> | <u>August 7, 2025 3:00pm</u> |
| c. Announce Shortlisted Proposers: | August 19, 2025 |
| 2. Issue Request for Proposals (RFP): | August 26, 2025 |
| a. RFP Informational Meeting: | August 28, 2025 10:00am |
| b. Virtual Finalists Interviews: | September 3-5, 2025 |
| c. <u>RFP Submittal deadline:</u> | <u>September 16, 2025 3:00pm</u> |
| d. Announce Final Team: | September 24, 2025 |
| 3. Award of the Agreement: | October 1, 2025 |
| 4. Construction Completion: | March 30, 2027 |

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$5,164,000.00. 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.

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 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 mechanical, electrical, plumbing and metering renewal, including managing multiple complex projects across a campus environment with numerous consultants and trade partners.
- b. 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.
- c. Describe the strengths and characteristics of the team members you have assembled. Explain how you formed your team and how you think this team is uniquely qualified to execute this project.

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. 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. Approach to selecting needed sub-consultants and trade partners.
- f. 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. History of Inclusion of Underutilized and Small Firms:

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

Small and Underutilized Design-Build Proposers respond to the following question b. only. All other Design-Build Proposers respond to questions c. below:

- b. Describe the processes, tools and path you took to success in the Design-Build (or Design, or Construction) market. What were the opportunities, programs or support, if any, that provided the

greatest growth for your firm. What, if any, barriers have had to be overcome.

- c. Provide three example case studies which do not have to be part of the projects noted above to represent the DB team's past performance in utilization of certified small and underutilized businesses. Include as many of the items listed below in each case study as possible:
- Firm Name
 - Subcontracted Tier
 - Type of Work Performed
 - Certification Type
 - Contract Value
 - Length of time in business at the time of the project.
 - How many times have you contracted with them previously and or since this project?
 - What did you do to make them successful? Or not?
 - Other items of interest.

5. Safety, Financial, Legal – Pass/Fail

- 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.
- Provide a list of all OSHA, L&I/DOSH, or other state safety agency citations and their dispositions for the past five (5) years.
- 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.
- 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.)
- 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.
- 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	20 points
2. Design-Build Team Assembly	30 points
3. Project Approach	35 points
4. History of Inclusion of Underutilized and Small Firms	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 August 7, 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 solely upon SOQ's, the University may, at its discretion, either call respondents or schedule a virtual interview.

In the phone call the Design-Build proposers will be asked to clarify information about their capabilities and qualifications. The pre-finalists may not receive notice ahead of this potential phone interview and extensive preparations on the part of the Design-Builder is expressly discouraged for this potential interview.

The University may invite the highest ranked respondents (no more than five) to a scheduled virtual 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 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 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, and quality control, along with subconsultant and trade partner selection.

An important element of this RFP stage of the selection will be the interview, which will be 2 hours in length and held on the Pullman campus. The goal of this interview is to understand the working relationship and design process of the design-build team and assess the team's approach to collaboration.

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 nature of the design-build teams' process and how the design-build team is able to deliver the project within the established constraints. Issues relevant to the interview are an understanding of critical design drivers, the project cost model, and the development of alternatives and priorities for evaluation by the stakeholders. This includes the team's approach to deliverables during the design progression to demonstrate the team's approach to deliver within the established GMP. The design-build proposer will have limited time to prepare for the interview and this is intentional, as the University wishes to respect the investment made by proposers pursuing this project.

The University seeks to engage with 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 in total. At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing key stakeholders, 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	25 points
2. Design Approach and Engineering Approach	35 points
3. Project Execution Plan	35 points
4. Project Specific Inclusion Plan	15 points
5. Project Schedule	15 points
6. Cost Analysis / Fee	15 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 \$5,000.00 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.

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