



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

July 8, 2025

For

**Washington State University
25-27 Building Automation Infrastructure Renewal**

By

Facilities Services, Capital

Statement of Qualifications Deadline: August 5, 2025 3:00 pm

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- 1. WSU Design Guidelines and Design & Construction Standards 7/8/2025
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
- 1.1. Project Deviation Log (provided upon award).
- 2. Project Manual 7/8/2025
- 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 Washington State University's Building Automation Systems (BAS) Infrastructure Renewal project. The University is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

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

Washington State University seeks collaborative partners who are committed to a progressive design-build process to renew BAS infrastructure for several facilities on the Pullman, Washington campus. This process shall be truly integrated (design and construction mutually informing the development of the project) and shall engage the university stakeholders in a process that will ensure a campus-specific solution.

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:

- Teams who are willing to think about innovation in all aspects of the project.
- Developing a team structure that will help cost effectively prioritize renewing as many buildings as possible.

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, Project Manager

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, WSU Facilities Services

Kevin is a Project Manager/Construction Manager with Facilities Services and has worked at WSU since 2004. Recently, Kevin has been managing Design-Build projects related to MEP, BAS and Utilities. Kevin will serve as the Project Manager for this project.

Rex Riggs, Maintenance Specialist 4, WSU 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 Manager.

Rex obtained a bachelor's degree in industrial technologies from the University of Idaho as well as serving 6 years in the United States Navy as an Electronic Warfare Technician.

Rex will serve as a Subject Matter Expert for this project.

Mark Bailey, Information Systems Program Director, WSU Facilities Services

Mark has been with Facilities Services for 3 years and manages the Facilities IT team as well as interfaces with the other IT groups at WSU. Mark has been in IT management for both public and private organizations for over 30 years. Mark will serve as the Networking Subject Matter Expert for this project as well as the liaison when other WSU IT groups must be involved.

John Slagboom, Facilities Project Manager, WSU 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.

Brian Funke, Facilities Construction Manager, WSU Facilities Services

Brian is a construction manager with Facilities Services and has worked at WSU since 2004. Prior to his time at WSU, he spent 16 years working in the electrical field, mostly on larger commercial projects from apprentice to onsite foreman. Brian will support all phases of this project as the Construction Manager.

OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

There are no consultants that are ineligible to serve on a Design-Build Team.

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 (WSU) is seeking a qualified Design-Builder to renew BAS infrastructure in a number of facilities Pullman campus during the 25-27 biennium. The university aims to partner with a team to collaboratively upgrade BAS infrastructure for the following buildings: Hollingbery Field House, Bohler Gymnasium, Bohler Gymnasium Addition, Smith Gymnasium, Physical Education Building, Biotechnology/Life Sciences Facility, Veterinary and Biomedical Research Building, Bryan Hall, Johnson Tower, and others as identified during project development.

The primary objective of this project is to transition each facility from the obsolete Insight platform to the new Desigo platform, prioritizing quality, compliance, timeliness, and thorough documentation.

The Design-Builder shall propose solutions to upgrade control panels, update firmware to BACnet standards, and enhance end-device hardware, in compliance with WSU standards and WSU's Point Naming Convention. Collaboration with WSU stakeholders is critical to meet operational standards. The project's goals are to renew and modernize the BAS, reduce deferred maintenance, enhance system reliability, and improve energy efficiency.

The Design-Build Team will need to demonstrate they have experience with BAS renewals, and a proven ability to manage complex projects within the project timeline. WSU seeks a committed partner to deliver high-quality results, ensuring the project aligns with university standards through a collaborative process.

SITE VISITS

We do not anticipate providing site visits during the RFQ phase of the 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 8, 2025 |
| a. RFQ Informational Meeting | July 23, 2025 10:00am |
| Join Zoom Meeting from PC, Mac, Linux, iOS, or Android: | |
| https://wsu.zoom.us/j/96607952396?pwd=Sj2aB7pOZ5CfF9bffQuLjGyCCIS5MQ.1&from=addon | |
| Meeting ID: 966 0795 2396 | |
| Passcode: 496917 | |
| b. Deadline for Questions and Clarifications: | July 29, Year 5:00pm |
| c. <u>Statements of Qualifications due:</u> | August 5, 2025 3:00pm |
| d. Announce Shortlisted Proposers: | August 12, 2025 |
|
2. Issue Request for Proposals (RFP): |
August 19, 2025 |
| a. RFP Informational Meeting: | August 21, 2025 3:00pm |
| b. Finalists Interviews (Virtual): | August 27 - August 29, 2025 |
| c. <u>RFP Submittal deadline:</u> | September 4, 2025 3:00pm, |
| d. Announce Final Team: | September 11, 2025 |
|
3. Award of the Agreement: |
September 18, 2025 |
|
4. Project Completion: |
March 2027 |

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$1,460,000.00. 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 BAS upgrades and 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. Contracting approach with consultants, trade partners, and suppliers.
- 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.
- b. 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:
 - 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.

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.

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

1. Design-Build Team Organization and Responsibilities	25 points
2. Design-Build Team Assembly	30 points
3. Project Approach	30 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 5, 2025**. SOQs are to be emailed to contracts@wsu.edu and copied to 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 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 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 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 the RFP stage of the selection will be the virtual interview, which will be two hours in length. 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 and communication.

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 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 representative's total. At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing other stakeholders as appropriate.

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

REQUEST FOR PROPOSAL EVALUATION

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

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

1. Team Dynamic	40 points
2. Design and Engineering Approach	30 points
3. Project Execution Plan	35 points
4. Project Specific 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 \$2,500 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