



**WASHINGTON STATE**  
UNIVERSITY

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

**September 23, 2025**

For

**Washington State University  
Southside Dining and Market Renovation**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: October 9, 2025, 3:00 pm**

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**INFORMATIONAL ITEMS**

- 1. NAC Architecture, Inc. phased presentation 9/5/2025
- 2. WSU Design Guidelines and Design & Construction Standards downloaded 9/23/2025  
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
- 3. Project Manual 9/23/2025
- 4. Building R-sheets 1/22/2010 (Revision)
- 5. 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 Southside Dining and Market 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 in the complete delivery of university projects.
- This facility is a highly specialized dining facility and the design build approach will be highly beneficial in developing the construction methodology.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Southside Dining and Market 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.

We encourage Small and/or Underutilized businesses or companies new to the Design-Build method to respond to this RFQ.

Due to their development of the phasing and the tight timeframe for project delivery, the University intends for the selected Design-Build Team to contract with NAC Architecture, Inc. The contractual extent of NAC Architecture, Inc's roles and responsibilities will be determined by the Design-Build Team.

Teams are prohibited from contacting NAC Architecture, Inc. prior to selection to ensure fairness in the selection process.

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

**POINT OF CONTACT**

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

**Cynthia Arbour, Project Manager**

[carbours@wsu.edu](mailto:carbours@wsu.edu)

Phone: 509-335-7010

Design-Build Teams are cautioned that the 'Point of Contact' is the only person that shall be contacted throughout the Request for Qualifications (RFQ) and Request for Proposals (RFP) Phases. Any contact by Design-Build Team members with any other individuals, including those from the Selection Committee and their organizations and the Technical Consultants may result in the Team's SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

**SELECTION COMMITTEE**

The Selection Committee for both the RFQ and RFP Phase may consist of representatives from Washington State University, Faculty, Staff, the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members or other applicable user groups. At this time WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted. Owner reserves the right to add or remove representatives at any time without notice.

**Voting Participants**

Cynthia Arbour, Project Manager, Facilities Services Capital

Cyndi has been a Project Manager with Facilities Services since 2010, working on a wide range of renovation and new construction projects. Previously she served as a Campus Planner at WSU and at UMass Amherst. With her Planning background, she takes a large-scale view of campus issues. Cynthia is DBIA certified and will be the Project Manager for this project.

Louise Sweeney, Senior Project Manager, Facilities Services Capital

Louise has spent her 35+ year career as an Owner's Representative in Higher Education. Louise managed renovation projects with complex scheduling scenarios and new construction for major capital projects using alternative delivery methods. Louise is DBIA certified and registered architect. She will provide support on the project during design and construction.

Sean Greene, Associate Vice Chancellor, Student Affairs

Sean has worked at WSU for over 25 years in leadership roles in recreation, the CUB, dining and housing. He has been involved in six major capital projects at WSU including the Student Recreation Center, WSU Golf Course, Valley Road Playfields, Chinook Student Center, CUB renovation, and the Elson S. Floyd Cultural Center. As AVC, Sean will be providing an overall leadership role from Student Affairs.

Jason Butcherite, Director, Dining Services

Jason Butcherite has a strong background in both private sector and university dining operations. An alumnus of Washington State University, Jason graduated from the School of Hospitality Business Management, before completing his MBA in 2020. He also holds dual certifications from the American Culinary Federation as a Certified Executive Chef (CEC) and Certified Culinary Administrator (CCA). As Director, he is leading transformational change, guiding major initiatives including the Southside Café renovation planning, the implementation of a new menu and inventory management system, and a strategic change for WSU's meal plan model. Jason will be providing instrumental design input and be closely involved in overall coordination during construction.

Solon Pietila, Associate Director of Culinary, Dining Services

Chef Solon Pietila is a graduate of the Western Culinary Institute and brings over two decades of experience in higher education food service. He holds dual certifications from the American Culinary Federation as a Certified Executive Chef (CEC) and Certified Culinary Administrator (CCA). Throughout his career, he has led numerous dining initiatives, including new construction projects and the revitalization of existing dining spaces. His approach to project development is grounded in two guiding principles: optimizing customer throughput to elevate the guest experience and designing food production environments that are ergonomically equipped to support the creativity and efficiency of culinary teams. Solon will be closely involved in the day-to-day activities of the project, particularly related to food services.

**Non-voting Participants**

Jason Harper, Senior Construction Manager, Facilities Services Capital

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. Jason will act in the Construction Manager role for this project and was involved in the previous 2007 project.

Meg Autrey, Director, Residential Life and Housing

Meg has been with WSU for 18 years serving in leadership roles with progressive responsibility in residence life, union operations, apartment and housing operations. She has been involved in multiple capital projects in housing and has a focus on the student experience. Meg will provide input on how to maintain a positive student experience during design and construction

Aaron Cunningham, Director, Student Affairs Facilities and Operations

Aaron has been with WSU for 13 years, serving as a maintenance supervisor, maintenance and operations coordinator, assistant maintenance and operations director and director of maintenance and custodial for

housing, dining, and recreation facilities. Aaron will help review and recommend improvements to the building systems and long-term maintenance needs of the Rotunda.

Sarah Larson, Coordinator, Projects and Initiatives

Sarah has been with WSU Dining Services in leadership roles since 2013. Prior to this she held leadership positions in hospitality and resorts in the private sector. She has been the operational lead for three new facilities and several remodels throughout her career. Due to her extensive time with Dining Services, Sarah will be instrumental in the design efforts and coordinating dining activities during construction.

**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 a unique and tailored solution with the University stakeholders. The University is seeking a team which can develop a thoughtful, meaningful, functional, solution which serves all the program needs and strengthens the campus.

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 Southside Dining and Market Renovation project seeks to upgrade the Southside Dining experience to better meet the needs of current students. The Southside Residential Area, which this dining hall serves, is the largest student residential area on campus and houses 70% of the first-year student population. The Southside Dining Hall is the largest dining hall on campus and serves over 2,500 meals per day in the academic year.

The Hall Rotunda, where the Southside Dining and Market is located, was constructed in 1961 and is 38,958 GSF across two levels. The upper level supports the majority of the dining facilities and back-of-house activities. The partial lower level contains the Market, general student seating, and additional back-of-house spaces. There is one elevator in the building that supports both delivery of food and cooking supplies and also provides public access between the floors. The main building entrance is on the upper northeast section of the building while the Market is accessible from a lower level west-facing entrance. The building experienced a significant renovation in 2007, but is ready for a new approach that reflects current student's needs. The University has developed a phased approach based on available funding and ongoing operational requirements.

## SITE VISITS

WSU will provide reasonable access to the Project Site for Proposers. A site visit will occur October 2, 2025 at 10:00am. NAC Architecture, Inc. will have a representative in attendance.

## 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>September 23, 2025</b>      |
| a. RFQ Informational Meeting  | September 30, 2025 10:00am     |
| Join Zoom Meeting from PC, Mac, Linux, iOS, or Android:<br><a href="https://wsu.zoom.us/j/95328837309?pwd=x6Wea079qt8eTSfEb1SUEPWaNAyOZl.1">https://wsu.zoom.us/j/95328837309?pwd=x6Wea079qt8eTSfEb1SUEPWaNAyOZl.1</a><br>Meeting ID: 953 2883 7309<br>Passcode: 776380 |                                |
| b. Optional Site Visit:   | October 2, 2025 10:00am        |
| Meet at Room 173 at McCluskey Servies Building  |                                |
| c. Deadline for Questions and Clarifications:   | October 3, 2025 4:00pm         |
| d. <b><u>Statements of Qualifications due:</u></b>  | <b>October 9, 2025, 3:00pm</b> |
| e. Phone Interview, as needed:  | October 15, 2025               |
| f. Announce Shortlisted Proposers:  | October 17, 2025               |
| <b>2. Issue Request for Proposals (RFP):</b>  | <b>October 24, 2025</b>        |
| a. RFP Informational Meeting:   | October 29, 2025 9:30am        |
| b. Finalists Interviews:  | November 3-5, 2025             |
| c. <u>RFP Submittal deadline:</u>   | <b>November 13, 2025</b>       |
| d. Announce Final Team:   | November 20, 2025              |
| <b>3. Award of the Agreement:</b>   | <b>November 26, 2025</b>       |
| <b>4. BOR design presentation:</b>  | <b>March 5-6, 2026</b>         |
| <b>5. Construction Completion:</b>  | <b>June 2027</b>               |

## GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this initial phase of the Project is \$7,350,000. It is anticipated that the future GMP will be increased by \$3,550,000 once additional funds are received in early 2027. This would bring the total GMP to \$10,900,000. The GMP shall include all design and construction costs, contingencies, indirect and reimbursable expenses, and fees to complete the Project. The GMP does not include Washington state sales tax, see Section 00 50 00 – Agreement between Owner and Design-Builder.

## III. STATEMENT OF QUALIFICATION REQUIREMENTS AND CRITERIA

The SOQ submitted by responding Design-Build proposers shall include information documenting how the Design-Build Team meets the evaluation criteria below to achieve the collaborative nature of WSU progressive Design-Build process. SOQ elements will be evaluated using the weighted distribution identified below. Each Team's SOQ shall be in PDF format, with the page size set to 11 x 17 (A3) and limited to two 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

- 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, strengths, and competence in food service facilities.
- 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.

**3. Project Approach**

- a. Discuss your initial approach to working around occupied food service areas. How do you plan to maintain a safe food preparation environment and a comfortable eating atmosphere, while continuing an efficient and effective construction process.
- b. Describe your approach managing a phased scope and budget when additional funding is not available until midway through a project.
- c. 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, subconsultants, 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:
  - 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, subcontractors, and consultants not explicitly identified within the SOQ.

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

1. Design-Build Team Organization and Responsibilities	30 points
2. Design-Build Team Assembly	25 points
3. Project Approach	30 points
4. History of Inclusion of Underutilized and Small Firms	15 points
5. Safety, Financial, Legal	Pass/Fail
6. Total	<u>100 points</u>

**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 October 9, 2025**. SOQs are to be emailed to [contracts@wsu.edu](mailto:contracts@wsu.edu) and copied to [carbour@wsu.edu](mailto:carbour@wsu.edu). A confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the SOQ by the deadline stated above. SOQs received after the deadline will not be considered.

**SELECTION OF RFP SHORTLIST**

The Selection Committee will select the three highest ranked finalist proposers after a thorough review. These candidates will be invited to proceed to the RFP phase of the selection process.

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 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 this RFP stage of the selection will be an interview in Pullman. 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 three to four hours in length and include an interactive charrette.

Rendered images, sophisticated physical models, animations, or other forms of finely presented designs are specifically not to be a part of this charrette 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/site/context which may influence the evolution of a solution. The design-build team's 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 team's approach to the design deliverables during the design progression to show the progress of the team's ability to deliver within the established and anticipated GMP.

The design-build proposer will have limited time to prepare for the 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 6 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	25 points
2. Design Approach	30 points
3. Project Execution Plan	45 points
4. Project Specific Inclusion Plan	10 points
5. Project Schedule	20 points
6. Cost Analysis / Fee	10 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 \$7,500 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.”

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END OF REQUEST FOR QUALIFICATIONS