



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

October 8, 2025

For

**Washington State University
Mt Vernon Construct Greenhouse Kit**

By

Facilities Services, Capital

Statement of Qualifications Deadline: October 21, 2025, 3:00 pm

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7. Project Manual 10/8/2025
8. WSU Design and Construction Standards, WSU Design Guidelines, and WSU IT Standards downloaded 10/8/2025 <https://facilities.wsu.edu/facilities-services-capital/design-standards/>

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 Mount Vernon Research and Extension Center to Construct an Owner furnished Greenhouse Kit. The University is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

- The Design-Build Method has proven to bring value to University projects, expediting design and construction.
- Provides the opportunity to assemble the creativity of the Pacific Northwest’s AEC industry in proposing innovative design solutions.
- Provides opportunity for greater innovation or efficiencies between the designer and the builder.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the construction of the greenhouse kit at Mt Vernon Research and Extension Center (REC). 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. This is a grant funded project and will be erecting a greenhouse kit that was purchased and is onsite.

- Due to the limited amount of time available, we are looking for Design-Build Teams that have a creative approach to deliver this project within the condensed time frame.
- Small, local and emergent design-build teams are encouraged to respond

Team members selected and identified in response to the SOQ 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:

Craig Cole, Project Manager
craig.cole@wsu.edu
Phone: 509-335-9035

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, and 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

Craig Cole, Project Manager, Facilities Services Capital
Craig is an Executive Director and Project Manager in Facilities that is responsible for the Deferred

Maintenance Program WSU System-wide. He works closely with all the other Campuses and Research and Extension Centers (REC's) in managing a standardized preventive maintenance program and tracking all deferred maintenance requirements throughout the system so they can be prioritized each biennium for funding. He also manages most of the Capital projects at the Tri-Cities Campus and REC's across the State. Craig will be the Project Manager for this project.

Jason Baerlocher, Senior Project Manager, Facilities Services Capital

Jason is currently a senior project manager for WSU, a position he has held for the past 12 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.

Dan Gorton, Facilities and Farm Manager, WSU Mount Vernon Northwestern Washington Research and Extension Center (NWREC)

Dan serves as Facilities and Farm Manager for the WSU Mount Vernon NWREC. He oversees buildings and grounds with total footprint of 180 acres, including maintenance and operations for all mechanical, HVAC, plumbing, electrical, carpentry, painting, building controls, security, and sanitary systems. Dan manages construction projects, facility upgrades, greenhouse systems, custodial services, research farm operations, and the Center's fleet, as well as associated budgets, service centers, contracts, and personnel. He also serves as Federal Excess Property Coordinator for CAHNRS, acquiring, managing, and training others in the use of federal property resources to support faculty research projects.

Tatum Weed, Acting Director, WSU Mount Vernon Northwestern Washington Research and Extension Center (NWREC)

Tatum serves as Acting Director of the WSU Mount Vernon Northwestern Washington Research and Extension Center (NWREC) and Associate Director of the WSU Puyallup Research and Extension Center (PREC). She has nearly two decades of experience at Washington State University, including leadership roles in CAHNRS administration and center operations. In her current role, she oversees daily operations, business services, financial and personnel management, strategic planning, and stakeholder engagement, with a focus on advancing organizational efficiency, process improvement, and collaborative success in support of WSU's land-grant mission.

Michael Gibson, Assistant Director, College of Agriculture, Human and Natural Resource Sciences

As an assistant director, Michael provides leadership and assistance across key areas in CAHNRS Operations, including information technology support, systems architecture, and IT service planning. He is responsible for engaging in all areas of the WSU system regarding information technology governance and area technology priorities. He assists the Director of Operations in capital planning, facilities, and space management priorities throughout CAHNRS and Research and Extension Centers.

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 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 University's buildings, grounds, utilities and related services.

II. PROJECT INFORMATION

DESCRIPTION

The WSU progressive design-build process is to work with a committed team of skilled designers and builders to develop the best solution for 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 a most

successful outcome. WSU is looking for teams who demonstrate a very clear understanding of the distinction between an immediate Design-Build solution versus a commitment to a process of exploration.

This project will design, permit and construct a concrete foundation and slab with utilities, then assemble greenhouse kit that was purchased by the REC. That scope is anticipated to include:

- The Ruth Wylie Plant Growth Headhouse has already been constructed and has been in operation since 2020. Construct a covered breezeway that is partially enclosed from the existing headhouse to the Greenhouse.
- Install all necessary utilities (electric, water, storm, sewer) to support the future greenhouse kit, including extending them from existing connection locations over to the greenhouse site and stubbing them up in the correct location in the new concrete slab.
- Construct a concrete foundation/slab (41' x 80') to support the erection of the greenhouse kit. This includes a concrete sidewalk from the headhouse to the greenhouse as well as a 6' sidewalk that goes the full length of the greenhouse. Reference the kit instructions for further clarifications.
- Using the provided instructions, assemble the greenhouse kit structure, which includes but is not limited to the structural supports/skeleton, the translucent panels, access doors, exhaust fans and evaporative cooling wall assemblies. Ensuring it is properly anchored to the concrete slab/foundation and the utilities line up with services inside of the greenhouse.
- Install the main electrical distribution panel that is provided with the kit, connect to the underground electrical utility.

The new greenhouse facility will be used in conjunction with the adjacent Plant Growth Facility. Research plants will be cultivated and grown in the greenhouse facility to then be tested and evaluated in the adjacent Plant Growth facility.

The project is located on the Mt Vernon REC site directly to the South of the Ruth Wylie Plant Growth Headhouse (Bldg 4031). There are adjacent trees on the property that may need to be removed to facilitate construction of the facility.

SITE VISITS

WSU will provide reasonable access to the Project Site for Proposers (Site visits should be coordinated with Project Manager and prior to the Statement of Qualifications submittal deadline.)

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): | October 8, 2025 |
| a. RFQ Informational Meeting | October 10, 2025, 1:00 pm |
| Join Zoom Meeting from PC, Mac, Linux, iOS, or Android: | |
| https://wsu.zoom.us/j/94748429389?pwd=WdvKPwTsc3dBUdtDKrzbqBBBbfAZ9P.1 | |
| Meeting ID: 947 4842 9389 | |
| Passcode: 718769 | |
| b. Deadline for Questions and Clarifications: | October 14, 2025, 12:00 pm |
| c. <u>Statements of Qualifications due:</u> | October 21, 2025, 3:00 pm |
| d. Announce Shortlisted Proposers: | October 24, 2025 |
| 2. Issue Request for Proposals (RFP): | October 30, 2025 |
| a. RFP Informational Meeting: | October 31, 2025, 10:00 am |
| b. Finalists Interviews: | November 5-7, 2025 |
| c. <u>RFP Submittal deadline:</u> | November 12, 2025 |
| d. Announce Final Team: | November 14, 2025 |
| 3. Award of the Agreement: | November 20, 2025 |
| 4. Construction Completion: | June 2026 |

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$695,000. 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

STATEMENT OF QUALIFICATIONS SUBMITTAL

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 concrete foundations and slab construction, but also experience in manufactured building erection, greenhouse preferred.
- b. Describe the strengths and characteristics of the team member 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 project management approach to delivering this contract to meet the goals, engaging the stakeholders, and maximizing available resources.
- b. Contracting approach with consultants and subcontractors.
- 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, 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 question c. below:

- b. Describe the processes, tools and path you took to achieve success in 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. Type of Work Performed
 - c. Certification Type
 - d. Contract Value
 - e. What did you do to make them successful? Or not?

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, WISHA, or other state safety agency citations and their dispositions for the past five (5) years.
- c. Provide a summary of the Design-Builder's accident prevention program.
- d. List the state of Washington design and construction licenses and registrations held by the Design-Build Team, the lead contractor and designer-of-record.
- e. 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 is capable of obtaining 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.
- f. 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.
- g. 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 others not identified in the SOQ.

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

1. Design-Build Team Organization and Responsibilities	35 points
2. Design-Build Team Assembly	25 points
3. Project Approach	35 points
4. History of Inclusion of Underutilized and Small Firms	5 points
5. Safety, Financial, Legal	Pass/Fail
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 21, 2025**. SOQs should be emailed to

contracts@wsu.edu and copied to craig.cole@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.

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 virtual interview, which will be 2 hours in length and held on Zoom. 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 necessary permitting, site construction capability, manufactured structure erection experience, 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 during the Design-Build process. Consequently, Design-Build Proposers shall limit attendees at the interview to those team members who will truly be involved in the development of the project, with no more than 4 representatives from the Design-Build Team. At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing key stakeholders, 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 value 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. Engineering Approach	30 points
3. Execution Plan	40 points
4. Project Specific Inclusion Plan	5 points
5. Schedule	20 points
6. Cost Analysis / Fee	10 points
7. Proposal Requirements	5 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 \$1,500 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