



WASHINGTON STATE
UNIVERSITY

REQUEST FOR QUALIFICATIONS
for
Dana Hall Renovation Study

January 26, 2026

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: February 18, 2026, 3:00 pm PST

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I. Introduction

Washington State University (WSU), Facilities Services is advertising to retain a professional planning and programming firm to provide services to evaluate the programmatic needs and building opportunities for a renovated Dana Hall on the Pullman campus.

Selection of a firm for planning and programming consulting services will preclude said firms from participation with any Design-Build team when/if this becomes a project if it is directly connected to this study. At the University's option, the programming consultant may be retained to serve as an owner's representative through the design and construction of the project.

Point of Contact

To be considered, all Statements of Qualifications (SOQ) should be submitted via email in PDF format electronic file to:

Louise Sweeney, Senior Project Manager
Department of Facilities Services, Capital
contracts@wsu.edu
Phone 509-335-4437

During preparation of the qualifications submittal, all communications with WSU regarding the submittal request shall be made with Louise Sweeney, Facilities Senior Project Manager, 509-335-4437, lasweeney@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations, may result in the Firm's SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by e-mail and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.

Selection Committee

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. The Owner reserves the right to add or remove representatives at any time without notice.

Voting Participants:

Jason Peschel, Director, School of Design & Construction (SDC) and Associate Dean for Facilities Modernization, Voiland College of Engineering & Architecture (VCEA)

Jason has been a Construction Management faculty at WSU since 2006, SDC Director since 2022, and Associate Dean since 2024. Prior to joining WSU, he worked in the construction industry as an estimator and project manager for 10 years. In his Associate Dean role, Jason has been actively involved in the current Schweitzer Engineering Hall project for the college.

Bridget Pilcher, Senior Director of Development, Voiland College of Engineering & Architecture

Bridget has worked in Development in the VCEA at WSU since 2000 and currently leads/manages fundraising efforts for the entire college. She is a staunch advocate for developing and fostering relationships while working to connect alumni and industry partners with appropriate causes to support their philanthropic goals.

Stephen Saunders, Associate Professor & Associate Director, Voiland School of Chemical and Biological Engineering (VSCEB), Special Advisor to the Dean for UG Student Success, Voiland College of Engineering & Architecture (VCEA)

Steve has been a Chemical Engineering faculty in the VSCEB at WSU since 2013 and has research interests in nanoparticle synthesis, nanomaterial catalysis and reaction kinetics. Steve is a member of the Executive Committee for the current Schweitzer Engineering Hall project for the college.

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. Cyndi is DBIA certified.

Louise Sweeney, Senior Project Manager, Facilities Services, Capital

Louise has spent her career as an Owner's representative in Higher Education. Louise has managed renovation projects with complex scheduling scenarios and new construction for major capital projects using alternative delivery methods. Louise is DBIA certified, a registered architect and will be the primary point of contact throughout the life of this contract.

Selection Schedule

- | | | |
|----|---|--------------------------------|
| 1. | Request for Qualifications Advertised | January 26, 2026 |
| 2. | Informational Meeting | February 5, 2026, 2:00 pm PST |
| | Join Zoom Meeting from PC, Mac, Linux, iOS, or Android: | |
| | https://wsu.zoom.us/j/95951545381?pwd=NL4wpilCNmCAExpcMZEsvEvhpraoXyP.1&from=addon | |
| | Meeting ID: 959 5154 5381 | |
| | Passcode: 639876 | |
| 3. | Last day for questions | February 11, 2026 |
| 4. | Submittal deadline | February 18, 2026, 3:00 pm PST |
| 5. | Notify finalists or Selection Announcement | February 25, 2025 |
| 6. | Interview finalists (if necessary) | March 3-5, 2026 |
| 7. | Final Selection Notification | March 12, 2026 |
| 8. | Anticipated Contract Award | March 27, 2026 |
| 9. | Study Duration | April – October 2026 |

II. Scope of Work

Background

Voiland College of Engineering and Architecture (VCEA) embarked on a campaign for modernization of the facilities they inhabit. The first step in transforming the district was the construction of Schweitzer Engineering Hall, the new central hub and welcoming front door for the college. The University anticipates the next step to be an evaluation of Dana Hall, the cornerstone of the college.

Dana Hall was originally built in the mid-1940's as the headquarters for the College of Engineering, Division of Industrial Research, and the Physics Department. It is currently in the Voiland College of Engineering (VCEA) portfolio and has served a variety of academic needs during its lifetime including, but not limited to, teaching, research, maker space/shops, and offices. The three-story concrete structure is organized around a double loaded corridor and short span column spacing which has limited its flexibility for upgrades over the years. Dana Hall no longer meets the current needs of the VCEA relative to teaching and research.

WSU's goal would be to transform Dana Hall into a world-class interdisciplinary research facility serving faculty in Chemical & Biological Engineering and Mechanical & Materials Engineering (MME). The renovation is anticipated to integrate departmental offices and classroom spaces, creating synergies that connect faculty and students across research, teaching, and collaborative work. The goal of the strategic investment into Dana hall is to strengthen recruitment of exceptional students and faculty to these nationally recognized departments while elevating program standings and enhancing VCEA's competitive position in national rankings. The redesigned facility needs to help catalyze industry partnerships by developing research corridors specifically designed for industry-engaged innovation. The Dana Hall renovation needs to continue the momentum for facilities modernization across the entire engineering precinct.

Scope of Services

The scope of work shall include the following:

- Program definition - Conduct planning sessions with the steering committee and other potential user groups to meet the specific programmatic and facility priorities.
- Review VCEA's strategic plan for potential program integration.
- Analyze existing facilities in the VCEA precinct with an emphasis on Dana Hall.
- Determine what existing facilities are good candidates for future renovations or demolition.
- Evaluate existing utility infrastructure and the upgrades needed to meet new energy codes and carbon neutral directives.
- Evaluate and incorporate the campus surroundings, including the architectural language and WSU culture, which should be evident in each option presented.
- Review and plan for impacts in regard to accessibility, pedestrian and vehicular circulation, parking, building services, and all code requirements.
- Explore and define three feasible options to augment existing space, specifically for Dana Hall, to meet the programmatic needs identified.
- Develop a conceptual level construction cost estimate for each option.
- Develop promotional materials for fundraising.

III. Qualifications Requirements and Criteria

Qualifications Submittal

Interested firms shall have the following minimum qualifications:

- Licensed to do business in the State of Washington.
- Commitment that personnel will not be changed during the life of each project without prior consent and notice to WSU.

The following information should be provided in the RFQ submittal. Note that WSU is most interested in specific information regarding the proposed team members and their specific related experience. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized. Demonstrate your ability to meet project commitments within the prescribed time criteria. Demonstrate experience with collaboration and communication.

Each Team's SOQ shall be in PDF format, with the page size set to 8 1/2 X 11" and limited to ten (10) single sided pages (when printed). Information on pages beyond this limit will not be reviewed.

1. Basic Information:

An introduction to the firm that clearly identifies the prime applicant's name(s). The introduction may also include supplemental information the applicant would like to make known regarding interest in providing the required services. Basic Information to include:

Name, Address, Phone numbers, email addresses, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm, MWBE status of applicant firm, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

2. Proposed Personnel:

List your Principals and Key Personnel that will be assigned to support WSU with the services you will provide under this solicitation. Describe their availability, assignment, and involvement in each aspect of the services provided. Relevant work experience of person should be described. Keep in mind that these are the same individuals who should be identified as having similar and related experience for the projects listed previously.

3. Similar Experience of Proposed Personnel

Provide a brief history of the firm outlining the firm's experience and qualifications to meet the requirements of the RFQ. Provide examples of similar projects that the proposed personnel were directly involved in and the scope of services provided. WSU is most interested in the specific experience of those proposed in the programming, planning, and design of similar facilities as outlined in the Background information above.

4. Programming Approach:

Describe your overall approach to programming in a way that maximizes and fosters a highly Interactive and collaborative team experience. Describe the tools, tactics and strategies that will be utilized in your approach. Explain how your programming approach will ensure that all voices are heard in the development and prioritization of project goals and objectives. Describe how your approach will align the proposed project budget with the project priorities.

5. Estimating and Budget:

Elaborate on your method of conceptual estimating for a major renovation project. Describe your experience in developing scenarios to enable a phased approach in response to a fundraising strategy.

6. Small and Underutilized Business Inclusion Plan:

Summarize the core concepts of your internal and external small and underutilized business inclusion plans specific to this project. Identify any strategies, resource commitments, and steps you take to include small and underrepresented people within your firm, subconsultants, suppliers, etc.

Specifically address your plan as it relates to the following categories:

- a. Access to opportunities: how/what will your firm do to engage and solicit involvement by small and diverse businesses.
- b. Access to Capital: How/what strategies your firm has to offer small and diverse businesses to ensure that they can be successful financially.
- c. Access to Training: How/what kind of training, mentoring, support will you provide to the small and diverse businesses.

7. References:

Provide complete contact information for references from at least three clients for which similar work has been performed.

8. Form of Agreement:

The consultant agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/consultants/>. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement, they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

SOQ Evaluation and Selection Process

Each member of the selection committee will review and score the submittals received. Overall ranking will be based upon average of scores given by the Committee members.

RFQ's will be evaluated in accordance with the following weighted distribution:

Basic Information	5 Points
Proposed Personnel	30 points
Similar Experience of Proposed Personnel	30 points
Programming Approach	20 points
Estimating and Budget	10 points
Small and Underutilized Business Inclusion Plan	5 points
References	Pass/Fail
Acceptance of University Agreement	No Score
SOQ Total Possible Score	100 points
Interview (if required)	50 points
Maximum Possible Score	150 points

Interviews may be conducted if the Selection Committee feels that interviews are needed. It is possible that up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule in Section A above.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all SOQ's, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the SOQ's, and to re-advertise for this work and may also check references from prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within the SOQ.

The candidate firms acknowledge and agree that in submitting a SOQ pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentations are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted SOQ's shall remain the property of WSU and may be disclosed after award to selected firm(s).

IV. Supplemental Information

Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Capital & Operations, Facilities Services of any protest within four (4) business days from the date the proposer was notified of the selection decision by email to contracts@wsu.edu. Any protest received more than four (4) business days from the date notification was made shall not be considered.

Consultant Fees

Actual fees will be negotiated with the Project Manager and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with the next highest-ranking firm. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

End of Request for Qualifications