



**WASHINGTON STATE**  
UNIVERSITY

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

**June 11, 2026**

For

**Washington State University  
Creamery Revitalization**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: July 2, 2026 3:00 pm**

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- 1. Pre-Design Report Dated 11/24/2024
- 2. WSU Design Guidelines and Design & Construction Standards downloaded 6/11/2026  
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
  - 2.1. Project Deviation Log (provided upon award).
- 3. Project Manual 6/11/2026
- 4. 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 Creamery Revitalization. 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 an active creamery facility and the design build approach will be highly beneficial in developing the construction methodology.
- The proposed project provides unique opportunity for greater innovation and efficiencies between the designer, builder, and specialized equipment suppliers.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Creamery Revitalization Project. This process shall be truly integrated (design and construction mutually informing the development of the project) and shall engage the university stakeholders in a process that will ensure a project-specific solution.

- Teams who are willing to think about innovation in all aspects of the project.
- Teams who will build their team with small and diverse business success in mind.
- Teams that have innovative ideas around prompt pay within the contract structure.

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:

**Joanie Thomas, Project Manager**  
[thomasjl@wsu.edu](mailto:thomasjl@wsu.edu)  
Phone: 509-335-9027

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**

Joanie Thomas, Project Manager, Facilities Services, Assoc. DBIA

Joanie has been working at WSU Facilities Services for 18 years. She enjoys being part of a collaborative Design-Build team and will work hard to meet project goals. Joanie has lead previous projects for the WSU Creamery including the Food Quality Eastside Addition, Installation of New Dairy Equipment and Creamery Controls Upgrade. She is looking forward to working with the Creamery team for another successful project.

Jason Harper, Sr. Project Manager, Facilities Services

Jason came to WSU in 2008 after 18 years in the mechanical and plumbing field, currently he is the lead construction manager for Facilities Services. Jason has been a team member of multiple Design-Build projects with WSU with a focus on project safety, collaboration, and successful project completion.

John Haugen, Creamery Manager, School of Food Science

John attended Washington State University, graduating in 1993. He worked at the Creamery as a college student from 1990 to 1993 and returned as a staff member in 1995. In 1999, he became the Assistant Creamery Manager and Creamery Manager in 2015. The Creamery's main products are Cougar Cheese, ice cream, and college students with a practical work experience. The last one of those is the most important.

Holly Niebergs, Professor Animal Sciences, Assistant Director CAHNRS Office of Research

Dr. Niebergs has been at WSU for 20 years. She conducts research primarily on cattle to identify animals that are resistant to infectious disease and that are reproductively efficient. In her role as Assistant Director CAHNRS Office of Research, she has been involved in the renovation of the controllers in the Pullman greenhouses, the development of a new dairy barn, the feasibility study of a new inspirational dairy, and the construction of an anaerobic digester at the dairy.

### **Non-voting Participants**

Soo-Yuen Lee, Director, School of Food Science

Soo is the Director of the School of Food Science (SFS), which houses the Creamery. She oversees all administrative operations of SFS, including personnel, budget, and space management, as well as the research and curricular components of SFS programs. Soo has been a key member of the leadership team driving the Creamery Revitalization Project. Working closely with John Haugen, Creamery Manager, she helped develop the preliminary design proposal and business feasibility study to advance the project.

Sarah Beale, Creamery Asst. Manager, School of Food Science

Sarah is the Assistant Manager at the WSU Creamery. In 2018 she began as the Cheesemaker and has been in her current role for the past 3 years. Sarah oversees creamery operations, food safety, FSMA compliance, and continuous improvements. Sarah has been a part of the team developing the preliminary design of the Creamery Revitalization Project and will be a key member in the equipment start up and operation once the project is complete.

Jason Baerlocher, Senior Project Manager, Facilities Services

Jason is currently a 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. Jason will be involved throughout the project providing experienced leadership and helping create the culture necessary for a successful project.

### **OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE**

Due to their involvement in the preparation of the Pre-Design document the following consultants are not eligible to serve on a Design-Build Team; respondents are prohibited from contacting or communicating with any of the following consultants to solicit advice or information relating to the Project in any way, including but not limited to: technical, legal, financial, or contractual.

- Wolfe Architectural Group

## **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 over 400 individuals, they also operate, maintain, and improve the 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 Drawings and estimates included as part of the Pre-Design Study are for information only and it will be up to the Design-Builder to verify the information, select vendors and subcontractors, and determine the needs for the Creamery Revitalization Project.

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 has developed a potential solution and is therefore seeking a team to further develop and confirm the concept meets the needs of the program, or provide better solutions. 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 problem solving.

The WSU Creamery Revitalization project is a strategic initiative aimed at increasing cheese production by 40%, modernizing operational infrastructure, and enhancing student engagement. The existing cheese making equipment is at the end of its life and will cause major production disruption in the event of failure. The project is critical for increased production, improving operational efficiency, and the alignment of operations with current food safety regulation and industry standards. As teams explore the provided pre-design, take note that the renovation is contemplated to occur in an existing 4,312 sf space. Without changing the building exterior footprint, the space will need to be expanded to accommodate the increased production by incorporating the old truck bay into a new processing layout.

The Food Quality Building is the home of the WSU Creamery, where Cougar Gold cheese and ice cream are both crafted and sold to the public. Ferdinand's, the retail shop attached to the creamery, will remain open during construction, while the back of house creamery production area that supports the retail shop is renovated. Therefore, the project schedule must be carefully planned to include purchase of long lead equipment, and the shortest possible creamery closure for construction of the project to minimize the downtime of production of WSU cheese.

### **SITE VISITS**

WSU will provide reasonable access to the Project Site for Proposers (Site visits should be coordinated with Project Manager.) For proposers who would like to visit the project site without scheduling through the Project Manager, there is a viewing room overlooking the creamery processing space that is open to the public most of the time. However, proposers may not have access outside of the viewing room without coordinating with the Project Manager.

**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>June 11, 2026</b>            |
| a. RFQ Informational Meeting  | June 18, 2026, 10:00 am         |
| Join Zoom Meeting from PC, Mac, Linux, iOS, or Android:   |                                 |
| <a href="https://wsu.zoom.us/j/85951707339?pwd=1DK3VDtFguXp6p1usDPhGWfne3eFFH.1&amp;from=addon">https://wsu.zoom.us/j/85951707339?pwd=1DK3VDtFguXp6p1usDPhGWfne3eFFH.1&amp;from=addon</a> |                                 |
| Meeting ID: 859 5170 7339   |                                 |
| Passcode: 801271  |                                 |
| b. Deadline for Questions and Clarifications:   | June 25, 2026                   |
| <b>c. <u>Statements of Qualifications due:</u></b>  | <b>July 2, 2026, 3:00 pm</b>    |
| d. Phone Interview, as needed:  | July 9, 2026                    |
| e. Announce Shortlisted Proposers:  | July 10, 2026                   |
| <br>  |                                 |
| <b>2. Issue Request for Proposals (RFP):</b>  | <b>July 17, 2026</b>            |
| a. RFP Informational Meeting:   | July 21, 2026, 10:00 am         |
| b. Finalists Interviews:  | July 28 - 30, 2026              |
| <b>c. <u>RFP Submittal deadline:</u></b>  | <b>August 11, 2026, 3:00 pm</b> |
| d. Announce Final Team:   | August 18, 2026                 |
| <b>3. Execution of the Agreement:</b>   | <b>August 24, 2026</b>          |
| <b>4. Construction Completion:</b>  | <b>June 2028</b>                |

**GUARANTEED MAXIMUM PRICE (GMP)**

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$11,000,000. The GMP shall include all design, construction and equipment 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). Safety, Financial, Legal responses shall be submitted as a separate 8.5 X 11 page (no other information may be included on this fourth 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 Dairy Processing and Food Grade Facilities.

- b. Provide relevant past performance of Team members working on a highly collaborative integrated project team.
- c. Explain how you formed your team and how you think this team is uniquely qualified to execute this project.

**3. Project Approach**

- a. Working from the provided predesign documents, describe the Teams approach to delivering this project managing the design effort, developing and managing the target budget, and overall schedule with minimized disruptions to the operating creamery and retail store.
- b. Explain your team's selection and contracting approach with consultants and trade partners for this 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, sub consultants, subcontractors, suppliers, etc.

Small and Underutilized Design-Build Proposers respond to only the following question b. 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, 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	25 points
3. Project Approach	35 points
4. History of Inclusion of Underutilized and Small Firms	15 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 July 2, 2026**. SOQs are to be emailed to [contracts@wsu.edu](mailto:contracts@wsu.edu) and copied to PM email address. A confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the SOQ by the deadline stated above. SOQs received after the deadline will not be considered.

**SELECTION OF RFP SHORTLIST**

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

If clear determination of the shortlist is not possible based solely upon SOQ's, the University may, at its discretion, either call respondents or schedule a virtual interview.

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

The University may, invite the highest ranked respondents (no more than five) to a scheduled virtual interview where Design-Build proposers will be asked to present more detailed information about their capabilities and qualifications. The pre-finalists will be responsible for paying for all their expenses in preparing for and attending their interview.

**PROTEST PROCEDURES**

Design-Builders shall provide written notification to the Assistant Vice President of Facilities Services, Capital and Operations of any protest within four (4) business days from the date the University publishes the final selection decision to the website. Protests shall be submitted via email to [contracts@wsu.edu](mailto:contracts@wsu.edu).

Any protest received more than four (4) business days from the announcement date shall not be considered. Final determination of the protest will be made by the AVP of Facilities Services, Capital and Operations within seven (7) business days. Such determination shall be the final and binding determination for the University.

#### **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 the interview, which will be 3 hours long and be hosted by the shortlisted teams at the location of their choice (likely firm office or project site). The goal of this interview is to understand the working relationship and the design process of the design-build team, and to get firsthand experience collaborating with the team.

Finely presented designs are specifically not to be a part of this interview. Rather, the University team wishes to understand the nature of the design-build teams' process within the established goals of the project. Issues relevant to this work session are an understanding of the 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 teams' 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 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 these interviews. 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 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.

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                    | 35 points |
| 2. Design and Engineering Approach | 25 points |

3. Project Execution Plan	40 points
4. Project Specific Inclusion Plan	5 points
5. Project Schedule	20 points
6. Cost Analysis / Fee	15 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 \$10,000 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 (See part 3.10 of the Agreement between Owner and Design-Builder):

- 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 potentially construction activities.
- Design Review Package: Construction Documents Milestone  
Milestone where the construction documents and final design are to a level that construction permitting is occurring. Project Manager authorizes continuation to complete the remainder of 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