The University of Washington is soliciting Statements of Qualifications (SOQ) from Architectural firms to provide pre-design services for a new academic building on the main campus of the University of Washington in Seattle. At the University's discretion, the selected firm may be asked to provide architectural design services beyond pre-design services under a separate agreement.

**Background:** The Computer Science & Engineering program has outgrown its current facility, the Paul G. Allen Center. A preliminary programming analysis has identified the need to construct an additional 130,000 gsf in a new building to support the expansion of the program. In addition to instructional classrooms and labs, the new building will include research, office, event, and collaboration spaces. The University will provide funding for pre-design services. Funding for the remainder of the project has not yet been established. The University is requesting a state appropriation, and will seek private donations for the remaining funding of the project.

**Scope of Services:** The scope of services may include: supplemental site selection analysis, environmental review support, and development of a Predesign Report, including a detailed program of requirements. At the University’s discretion, full design
services may be commissioned including architectural, landscape architectural, civil, structural, mechanical, electrical, plumbing, and other consulting services for the design and construction of the new building. The project may impact campus vehicular and pedestrian circulation.

The selected firm will work under the direction of the Capital Projects Office and will work closely with the University of Washington project committee, as well as the Office of the University Architect, College of Engineering, Computer Science & Engineering, Campus Engineering, Environmental Health and Safety, the Office of UW Technology, Office of Planning and Budget, and other campus entities, as appropriate.

**Pre-Submission Meeting:** Those interested in responding to this Request for Qualifications (RFQ) are encouraged to attend a Pre-Submission Meeting from 1:00 p.m. to 2:00 p.m. on November 6, 2014. The meeting will be held at the Gates Commons, on the Seattle campus. A map of the Seattle campus can be found here: [http://www.washington.edu/maps/](http://www.washington.edu/maps/).

**Submittal Requirements and Evaluation Criteria:** The SOQ must include and will be evaluated based on the following criteria. Each firm’s SOQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below:

1) **Cover Letter:** A cover letter expressing interest, addressing, at a minimum, the following:

   A. A high level summary of your firm’s relevant qualifications.
   B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University’s website.
C. Outline the size of your firm and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your other workload.

D. Identify the office that will manage and administer this project, as well as the office that will develop the design and construction documents.

E. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, and e-mail address.

2) Relevant Experience of the Firm: Demonstrated expertise and experience of the firm in the design of institutional grade buildings in a campus setting, preferably with focus on science and technology education. Specific criteria include:
   a) Programming experience with diverse stakeholder groups;
   b) Experience in the design of buildings on a sloping site, incorporating a major pedestrian circulation route;
   c) Experience working in an integrated team environment with the owner, GC/CM, and the design team;
   d) Experience delivering projects with compressed schedules, including elements such as multiple bid packages, phased permitting, and concurrent design and construction;
   e) As part of the qualifications submitted, include a copy of the completed Federal Government GSA Standard Form 330, Part II. The form is available online at: http://www.gsa.gov/portal/forms/download/116486.

3) Ability to Manage Schedule and Budget: Experience and history of successful completion of related projects showing ability to manage schedule and budget
throughout the project phases. Compare original and final budget and schedules for five (5) projects.

4) **Programming and Concept Development Experience:** Demonstrated experience in the preparation of programming and concept development for public works projects.

5) **Project Management Approach:** Demonstrated competence in the supervision, coordination, communication, quality assurance and control related to design documents and project administration of your own and your sub-consultants’ work.

6) **Permitting and Other Regulatory Knowledge:** Knowledge of and experience with the approval and permit processes of the City of Seattle or other city/county government agencies, other applicable regulatory agencies, and with the administrative review processes and requirements of public agencies.

7) **Site Planning and Development Experience:** Demonstrated skill in evaluating complex site constraints for entitlements, design and constructability within both short and long term campus development plans.

8) **Sustainable Design Experience:** Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing an integrated design approach, life cycle cost analysis, and other practices used by your firm in meeting sustainable design goals. Identify participating team members with appropriate experience.

9) **Staff Experience and Availability:** A description of the staff proposed for performing the work outlined in this RFQ that demonstrates relevant experience from other projects. Include a copy of the resume for key staff proposed for this work.
Discuss the availability for this project of the specific team members being proposed.

10) **Staffing Plan:** A staffing plan, including the percentage of work-hours commitment of individual staff for each phase of the project, including but not limited to, principal-in-charge, project manager, project designer, project architect, and construction administrator.

11) **MWBE Outreach Plan:** Submit a copy of your firm’s MWBE Outreach Plan. Consistent with the University’s strong commitment to encouraging the use of Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs) on its contracts, the MWBE Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the University’s voluntary goals that the participation of Minority Business Enterprises (MBEs) will equal 10% of the dollar amount of the contract for this project, and that the participation of Women’s Business Enterprises (WBEs) will equal 6% of the dollar amount of the contract for this project. MBEs and WBEs to be used in meeting the University’s voluntary goals must be certified by the State’s Office of Minority and Women’s Business Enterprises (OMWBE).

While the University is interested in contracting with firms who employ a diverse workforce, this should not be part of the MWBE Outreach Plan, where the focus is on outreach efforts to contract with minority-owned and women-owned businesses. The MWBE Outreach Plan should address, at a minimum, the following:

A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting the University’s voluntary MWBE utilization goals.

B. Provide the date your MWBE Outreach Plan was adopted by your firm.
C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.

D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet the University’s voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:

1. The education and training program used by your firm to communicate to your employees your firm’s expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.

2. The procedures your firm employs in providing one-on-one assistance to MWBE sub-consultants in understanding the project and your firm’s selection processes.

3. Any mentoring of MWBE sub-consultants that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring MWBE sub-consultants, and how effective the mentoring has been in the success of the MWBE sub-consultants.

4. Your firm’s participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE sub-consultants.

5. The disputes resolution process of your firm when dealing with sub-consultants.

6. Your firm’s process for monitoring and ensuring prompt payment of sub-consultants.
7. Monthly MWBE utilization reports are required to be submitted each month with your invoice. Describe your firm’s plans for preparing these monthly MWBE utilization reports, and for ensuring the accuracy of the reports.

8. The MWBE outreach your firm utilizes in identifying and contacting MWBE sub-consultants through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.

E. Describe how your firm will monitor its progress toward meeting the voluntary MWBE goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

12) References: At least three (3) project owner references for work completed by your firm. References should be selected from projects prominent in your SOQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process.

13) Acceptance of University’s Standard Contracts: The University intends to utilize its standard Agreement for Architect Services for GCCM for design services and its standard Agreement for Professional Services for pre-design work. These Agreements are available for review on the Capital Projects Office’s website at: http://f2.washington.edu/cpo/business/contracts-forms. Select the ‘Agreement for Architect Services GCCM OA1’ and the ‘Agreement for Professional Services – Miscellaneous OA4’. Each firm must affirm in this section of the SOQ that the terms and conditions of these agreements are acceptable, or if the firm takes exception to any of the proposed language in the agreements, the firm must specifically describe the reasons for the exceptions and propose in this section of the SOQ alternative
language for review and consideration by the University. The University makes no commitment that it will modify any of the terms of these standard agreements based on the firm’s suggestions. Firms should not comment on the terms of Attachment A to the Agreements that include compensation provisions. Failure to respond to this item may result in the University eliminating the firm’s SOQ from consideration.

**Weighting of Evaluation Criteria:** The SOQ will be evaluated based on the following points for each evaluation criterion:

<table>
<thead>
<tr>
<th>SOQ Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
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<tbody>
<tr>
<td>1 Cover Letter</td>
<td>No points</td>
</tr>
<tr>
<td>2 Relevant Experience of the Firm</td>
<td>25</td>
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<tr>
<td>3 Ability to Manage Schedule and Budget</td>
<td>10</td>
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<tr>
<td>4 Programming and Concept Development Experience</td>
<td>10</td>
</tr>
<tr>
<td>5 Project Management Approach</td>
<td>10</td>
</tr>
<tr>
<td>6 Permitting and Other Regulatory Knowledge</td>
<td>5</td>
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<td>7 Site Planning and Development Experience</td>
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<tr>
<td>8 Sustainable Design Experience</td>
<td>5</td>
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<tr>
<td>9 Staff Experience and Availability</td>
<td>15</td>
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<tr>
<td>10 Staffing Plan</td>
<td>5</td>
</tr>
<tr>
<td>11 MWBE Outreach Plan</td>
<td>5</td>
</tr>
<tr>
<td>12 References</td>
<td>No points</td>
</tr>
<tr>
<td>13 Acceptance of the University’s Standard Contract(s)</td>
<td>No points</td>
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</table>

**Total Points:** 100

**Submittal Deadline:** One (1) unbound original, eight (8) copies organized in removable, recyclable covers, and two (2) USB flash drives in PDF format of the Statement of Qualifications containing the above-listed information must be received at the University Facilities Building no later than the submittal deadline stated on the first
page of this RFQ, or as modified by any subsequent addenda. Submittals sent by mail or courier shall be sent to the address below (use box number for U.S. Postal Service (USPS) delivery only). Faxed or e-mailed submittals will not be accepted. Consultants are responsible for ensuring receipt of the SOQ at the University Facilities Building by the deadline stated above, and should take into account internal UW delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. Submittals received after the deadline will not be considered.

University of Washington
Capital Projects Office
Attention: Curtis Bain
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFQ will be published at the following website address: http://f2.washington.edu/cpo/business/consult-opp, within the ‘Current Advertisements’ box. Consultants are responsible for checking the website for any addenda prior to submission of qualifications. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

**Selection Process:** The SOQs will be reviewed by an evaluation committee and the most qualified firms will be invited by letter to an interview with the University’s Architectural Commission that will make its recommendation for final selection of the most highly qualified firm to the University’s Board of Regents. If the University and the most highly qualified firm cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next most highly qualified firm.
Selection Process Schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Issue Request for Qualifications</td>
<td>October 24, 2014</td>
</tr>
<tr>
<td>Pre-submission Meeting at 1:00pm</td>
<td>November 6, 2014</td>
</tr>
<tr>
<td>Statement of Qualifications due at 3:00pm</td>
<td>November 14, 2014</td>
</tr>
<tr>
<td>Notification of Firms to be Interviewed</td>
<td>November 24, 2014</td>
</tr>
<tr>
<td>Interviews with the University Architectural Commission</td>
<td>December 15, 2014</td>
</tr>
</tbody>
</table>

Only an Architectural firm will be selected at this time. Information from sub-consultants should not be included in the SOQ. The University expects to work with the selected firm to finalize the sub-consultant team prior to consultant contract award.

The University reserves the right to conduct reference checks for the highest scoring firm(s) either after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform the work of the agreement(s) to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not qualified to move forward in the selection process and/or to enter into negotiations with the University. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the Statement of Qualifications submitted.

**MWBE:** The University of Washington is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs) in its contracts through direct contracts with the University, and sub-consulting or supplier participation. The University strongly encourages MBEs and WBEs certified by the State OMWBE to respond to this RFQ.
Aspirational goals of 10% for MBEs and 6% for WBEs have been established for this project. However, no minimum level of MWBE participation will be required as a condition for entering into a contract. The University is also an affirmative action-equal opportunity employer.

**Questions:** All questions regarding this RFQ should be addressed to Curtis Bain, Senior Project Manager, at (206) 616-5497 or by e-mail at bainc@uw.edu.

JUDITH GINIGER
Contracts Manager

Publication date(s) in the *Seattle Daily Journal of Commerce*:

October 24, 2014 and October 30, 2014