Request for Qualifications for Architectural Services

North Campus Student Housing Haggett Hall Replacement and Oak Hall

Project Number: 205471

Submittal Deadline: February 18, 2016 at 3:00 p.m.

The University of Washington is soliciting Statements of Qualifications (SOQ) from Architectural firms to provide pre-design, and if awarded, design and construction administration services for the North Campus Student Housing Haggett Hall Replacement and Oak Hall projects Phase IV(b), including site planning associated with building locations, pedestrian and vehicular access, and project impacts on the landscape context. Together these two residences halls will provide accommodations for approximately 1,150 students. The estimated project cost is approximately $140 million ($91 million construction cost).

The University intends to execute a Professional Services Agreement for the pre-design work and then, at the University’s sole discretion, may enter into an Architectural Services Agreement with the selected prime architectural firm for the detailed design, bidding, construction administration, and closeout services for some or all phases of design and construction.

Unless otherwise specifically noted, materials referenced in this RFQ are available at: http://cpo.uw.edu/business/consult-opp by following the link “Consultant Business Opportunities” to “Current Advertisements” on the right hand column and then clicking on “RFQ for North Campus Student Housing Haggett and Oak Halls Phase IV(b).”
Background:
The University of Washington Seattle campus’s north student residential housing community has four residence halls: McMahon, Haggett, McCarty, and Hansee. These residence halls were built between 1935 and 1968, and currently house approximately 2,950 students.

The North Campus Student Housing Project Phase IV(a), currently in design, will replace McCarty Hall (new Building C) and construct two additional buildings, Madrona (Building B) and Willow (Building D) Halls. This project, Phase IV(b), will demolish Haggett Hall and construct new residence halls for approximately 1,150 students in two new buildings, new Hagget (Building E) and Oak (Building A) Halls.

Recent planning guidance for this area of campus can be found in Attachment 1, North Campus Housing University of Washington, Seattle, Pre-Design Report dated April 2015, North Campus Student Housing Phase IV(b) Site Plan, Attachment 2, the December 7, 2015 Design Development North Campus Housing Phase IV(a) Architectural Commission presentation, Attachment 3, a Preliminary North Campus Housing Project Schedule, and Attachment 4, Site Plan. The attachments are available on the Capital Planning and Development website noted above. Additional relevant material may be found in the 2003 UW Campus Master Plan at http://www.washington.edu/community/?page_id=47.

This project proposes to construct two new buildings: First, Oak Hall, starting construction in the summer of 2018 with occupancy for the start of Autumn Quarter 2019 and second, demolish and replace Haggett Hall with a new residence hall, starting construction in the summer of 2018 with occupancy for the start of Autumn Quarter 2020. Each building will include lounges, community space, utility, street improvements,
and regional amenity spaces. Parking will be included only for new Haggett Hall. For both buildings, pre-design followed by design is planned to start in May 2016 and conclude by April 2018.

At this time, this project is funded through the design phase only. It is anticipated construction funding will be approved in January 2018 using Housing & Food Services revenue.

The project is targeting the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) for New Construction and Major Renovation to achieve at least a LEED Silver level certification with a goal of achieving LEED Gold certification.

The proposed bed count for the new Haggett Hall is approximately 730 beds with a construction cost estimate of $60M in 2018 escalated dollars. The proposed bed count for the new Oak Hall is approximately 320 beds with a construction cost estimate of $31M escalated dollars.

**Scope of Services:** The scope of services shall include:

- Pre-design Services: Test and refine the master plan concepts of the UW North Campus Housing Pre-Design Report dated April 2015.
- Design Services include, but are not limited to:
  - Exploring energy efficient systems and LEED integrated design strategies and potential points to be refined throughout the design phase;
  - Providing a basis of design documenting space and system needs, including code analysis;
  - Developing conceptual design options, initial building plans, and elevations;
  - Working with the University and its consultants to modify and update preliminary cost estimates and total development budgets;
Completing the design documentation for permitting and bidding;

- Bidding, Construction and Construction Completion Services.

The design and construction work will be completed in phases using the General Contractor/Construction Manager (GC/CM process).

The selected firm will work under the direction of the Major Projects Group in Capital Planning and Development (CPD) and will work closely with University Housing & Food Services, Office of the University Architect in CPD, as well as Campus Engineering, Environmental Health and Safety, the Office of UW Technology, 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 at 12 P.M. on January 25, 2016. The meeting will be held at the Husky Union Building (HUB), Room 332.

**Submittal Requirements and Evaluation Criteria:**

An Architectural firm may include a separate non-prime architectural design firm as a sub-consultant team member as part of its submission. If firms are teamed together, the submission shall clearly state the qualifications of each firm and the proposed roles in the pre-design and, if awarded, the design and construction administration phases. Include information for each firm for those criteria where “firm/team” is referenced in the submittal requirements.

The prime architectural firm will be the contracting entity and will be responsible for the performance of the members of the team, including any other firm(s) included in the SOQ and all other sub-consultants selected later. Information from other sub-
consultants should not be included in the SOQ. The University expects to work with the
selected firm to finalize the remainder of the sub-consultant team.

The SOQ should be concise and limited to a maximum of 50 pages. The submittals
shall be organized in a manner so the selection committee may quickly access pertinent
information. Every effort should be made to avoid duplicating the information presented
in the SOQ.

The SOQ must include and will be evaluated based on the following criteria. Each
team’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 and addressing, at a minimum, the
following:
   A. A high level summary of your firm/team's relevant qualifications.
   B. Briefly describe why your firm/team is the best firm/team for this project.
   C. Acknowledge that you have reviewed any addenda issued to the RFQ, as
      posted on the University's website.
   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/Team:** Demonstrated design excellence, expertise,
and experience in planning, concept design, and designing student housing or
mixed-use residential housing. Emphasis should be placed on experience with construction type V and III construction, steeply sloping sites, and student housing, multi-family, or assisted living facilities. Include information that describes the design approach taken on the projects completed on steeply sloping sites. For referenced projects identify the individuals in this submission that worked on and describe their roles on the project. As part of the qualifications submitted, include a copy of the completed Federal Government GSA Standard Form 330, Part II for each team member firm. The form is available online at: http://www.gsa.gov/portal/forms/download/116486.

3) **Ability to Manage Schedule and Budget:** The firm shall demonstrate experience and history of successful completion of relevant student housing or other multi-family residential projects showing ability to manage the schedule and budget throughout the project phases. Compare original and final budget and schedules for five (5) similar projects. For each project identify the individuals in this submission that worked on and describe their roles on the project.

4) **Programming and Concept Development Experience:** Describe your firm’s experience in programming student housing and/or multi-family housing as well as the development of multiple buildings over a contiguous geographical area integrated into a common use. Include relevant experience in site planning, placement, and programming and integrating of mixed-use buildings into a community.

5) **Project Management and Scheduling Approach:** Describe your project management tools utilized to successfully manage projects, including the management of staff and effective communication protocols. Include a description of how these tools
were effective in achieving the scope, schedule, and any LEED goals all while staying within the project budget on previous projects you have completed.

6) Permitting and Other Regulatory Knowledge: Demonstrate your firm’s knowledge of and experience with the approval and permit processes of the City of Seattle, other applicable Seattle-area regulatory agencies, and with the administrative review processes and requirements of other Seattle-area applicable public agencies.

7) Sustainable Design Experience: Demonstrate your firm’s expertise and experience in sustainable design practices. Identify experience in utilizing approaches to integrated design, life cycle cost analysis, innovative technologies, and other practices and tools used by the team in establishing and meeting sustainable design goals. Define the leadership process in performance-based sustainable design utilized on previous projects. Identify similar projects designed by the team, including LEED-certified (provide LEED product type, version, and achievement rating), registered and compliant projects, and indicate projects that have achieved sustainability awards. Identify staff members who are LEED APs and/or have other specialized sustainability training who will be assigned to this project and indicate specific LEED projects where each member has achieved sustainability focused working experience.

8) Building Information Modeling (BIM) Experience: Discuss your firm’s capabilities, experience, and knowledge with BIM. Describe the opportunities and approach to the use of BIM as an integrated design model on previous completed projects with the involvement of the General Contractor and its subcontractors. Identify staff members that have BIM experience and their role on previous completed projects.
9) **Staff Experience and Availability:** Describe the staff proposed by your firm/team for performing the predesign and separately the design work outlined in this RFQ, including identification of their individual relevant experience from other projects, and which of these staff have prior experience working together on a project team. Include a copy of the resume for key staff proposed for this work and identify which office will direct, support, and staff the project. Discuss the availability for this project of the specific team members being proposed.

10) **Staffing Plan:** Your firm/team’s staffing plan for the pre-design and separately for the design phase effort, including the percentage of work hour commitment of individual staff, including but not limited to, principal-in-charge, project manager, project designer, project architect, and design programmer.

11) **A. Past Performance in the Utilization of sbe, dbe, MBE, WBE, and MWBE:** Provide a summary of your firm’s performance in the state of Washington over the last five (5) years on projects of similar size and scope in utilization of small business entities (sbe), disadvantaged business enterprises (dbe), minority business enterprises (MBE), women’s business enterprises (WBE), and minority women’s business enterprises (MWBE).

   For each project, include the following:
   
   - Name of the project
   - Date of substantial completion
   - Name of the owner and contact person with email and phone
   - Final contract value
   - Owner’s utilization goals for the project (if any)
   - The overall percentage of the final contract value paid to sbe, dbe, MBE, WBE, and MWBE.

   **B. Submit your Outreach Plan for inclusion of sbe, dbe, MBE, WBE, and MWBE.** Your plan should address the following areas:
   
   - Discuss the opportunities and challenges you have identified relative to engaging sbe, dbe, MBE, WBE, and MWBE on this project.
• Discuss the strategy(ies) you will employ and the approach(es) you will take to optimize those opportunities and mitigate those challenges relative to sbe, dbe, MBE, WBE, and MWBE engagement;

See the Business Equity section near the end of this RFQ for the definitions of sbe, dbe, MBE, WBE, and MWBE.

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 Agreements: The University intends to utilize its standard Agreement for Architectural Services for design services and its standard Agreement for Professional Services for pre-design work. These Agreements are available for review on the Capital Planning and Development’s website at: http://cpo.uw.edu/cpo/business/contracts-forms. Select the ‘Agreement for Architectural Services GCCM OA1 and the ‘Predesign Agreement for Professional Services – OA4’. Attachment 5, Proposed Special Conditions for the ‘Agreement for Architectural Services GCCM OA1’ are included for review. The prime architectural 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:

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<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>
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<tr>
<td>2 Relevant Experience of the Firm</td>
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<td>3 Ability to Manage Schedule and Budget</td>
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<td>4 Programming and Concept Development Experience</td>
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<td>5 Project Management and Scheduling</td>
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<td>8 BIM</td>
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<td>9 Staff Experience and Availability</td>
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<td>10 Staffing Plan</td>
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<td>11 Past Performance in Utilization of sbe, dbe MBE, WBE, and MWBE PLUS Outreach Plan</td>
<td>10</td>
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<tr>
<td>12 References</td>
<td>No points</td>
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<tr>
<td>13 Acceptance of the University’s Standard Agreement(s)</td>
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Total Points: 100

Submittal Deadline: One (1) bound original and one (1) USB thumb/flash drive containing a copy 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. Firms 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: Mr. Shane Ruegamer  
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. Firms 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.

The University anticipates notifying short-listed firms by March 11, 2016 for interviews at the Architectural Commission on March 28, 2016.

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.

**Business Equity:** The University of Washington is committed to providing the maximum practicable opportunity for participation in contracting by sbe, dbe, MBE, WBE, and MWBE through direct contracts with the University, and sub-consulting or supplier participation. The University has determined that 10% combined sbe/dbe/MBE/WBE/MWBE participation is practicable and attainable for this project; however no minimum level of sbe/dbe/MBE/WBE/MWBE participation shall be required as a condition for receiving an award. Prior to the execution of the standard agreement(s) for this project, the University and the selected firm shall agree on an aspirational goal of combined sbe/dbe/MBE/WBE/MWBE participation.

The definitions which follow apply throughout this selection process.

1. “Small business entity” or “sbe” means an in-state business, including a sole proprietorship, corporation or other legal entity, that:
   a. certifies, under penalty of perjury that it is owned and operated independently from all other businesses and has either:
      i. Fifty or fewer employees; or
      ii. A gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years; or
   b. is certified with the Office of Minority and Women’s Business Enterprises (OMWBE).
2. “Disadvantaged business enterprise” or “dbe” means any business entity certified with the OMWBE.

3. “Minority business enterprise” or “MBE” means any state-certified or non-certified business entity that is more than 50% owned and controlled by at least one minority person.

4. “Women’s business enterprise” or “WBE” means any state-certified or non-certified business entity that is more than 50% owned and controlled by at least one non-minority woman.

5. “Minority women’s business enterprise” or “MWBE” means any state-certified or non-certified business entity that is more than 50% owned and controlled by at least minority woman. The term “minority” includes a persons of Asian, Black, Hispanic and Native American racial or ethnic heritage.

Questions: All questions regarding this RFQ should be addressed to Mr. Shane Ruegamer Project Manager, at (206) 206.616.5128, or by e-mail at ruegy@uw.edu.

Attachment 1: North Campus Housing University of Washington, Seattle, Pre-Design Report dated April 2015, North Campus Student Housing Phase IV(b) Site Plan
Attachment 2, the December 7, 2015 Design Development North Campus Housing Phase IV(a) Architectural Commission presentation
Attachment 3: Preliminary North Campus Housing Project Schedule
Attachment 4: Site Plan
Attachment 5: Proposed Special Conditions for the Agreement for Architectural Services GCCM OA1