University of Washington

Request for Qualifications
ARCHITECTURAL SERVICES FOR

SCHOOL OF NURSING SIMULATION LEARNING LAB
Project Number: 205293

Submittal Deadline: Friday, September 4, at 3:00 p.m.

The University of Washington is soliciting Statements of Qualifications (SOQ) from Architectural firms to provide design services for the interior renovation and expansion of the existing School of Nursing Simulation Learning Lab located in the Warren G. Magnusson Health Sciences Center, T-Wing, sixth floor. The total project cost is $4.0M, including soft costs.

**Background:**

The University of Washington's School of Nursing (SON) opened its doors ninety years ago and has been a nationally recognized top-rated nursing school for the last 27 years. It consistently ranks in the top three nursing school recipients of National Institutes of Health (NIH) research grants. While the SON continues to excel nationally and globally, its clinical simulation facilities have not kept pace with the School's growth, contemporary instructional techniques, or advanced simulation technologies.

The renovation and expansion of the Simulation Learning Lab will address these deficiencies. It will provide the necessary academic capacity and high-quality technologies that will stimulate program growth, attract the most promising students and
top-tier faculty, motivate philanthropic support and fortify the industry-wide reputation of the School of Nursing.

The SON’s existing facilities are inferior, with poor I.T. infrastructure, aging classrooms, inadequate simulation lab, and capacity constraints that barely meet the needs of the current programs and pedagogical practices. The goal of this project is to meet the most immediate program and capacity demands with active learning environments that enable and enhance the teaching pedagogies of the future.

**Scope of Services:** The scope of services shall include a program verification effort at the beginning of Schematic Design. Upon approval of the program, the selected firm will fully develop and document the final project program and basis of design. The consultant shall provide the full scope of design services associated with a large scale tenant improvement in a science building on the University campus, as outlined in the Agreement for Architectural Services, a link to which is provided later in this document. Note: Special attention should be given to sustainable design practices, finishes and materials for use in this renovation.

The selected firm will work under the direction of the Capital Projects Office and will work closely with the School of Nursing and a Project Steering Committee, as well as Campus Engineering, Environmental Health and Safety, the Office of UW Technology, and other campus entities, as appropriate.

**Project Forecast Schedule:**

- **Architect Selection**      September – Mid-Oct. 2015
- **Design**                  Mid-Oct. – May 2016
- **Bidding**                 June – July 2016
- **Construction**            August 2016 – May 2017
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. Identify the office that will manage and administer this project, as well as the office that will develop the design and construction documents.
   D. 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, professional title, 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 designing simulation learning laboratories in institutional settings and working with University Schools of Nursing. 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](http://www.gsa.gov/portal/forms/download/116486).

3) **Ability to Manage Schedule and Budget:** Experience and history of successful completion of similarly sized and complex projects showing the firm’s ability to manage schedule and budget throughout the project phases. Provide one example from a completed project where the design estimate did not meet the budget.
Demonstrate how the firm developed creative and proactive solutions to reach the project budget. Provide one example from a completed project when the design was behind schedule that demonstrates how the firm developed creative and proactive strategies to adhere to a project schedule.

4) **Programming and Concept Development Experience:** Experience and history of programming successful simulation learning lab projects demonstrating the firm’s ability to lead this phase of work. Provide one project example of programming/concept development describing the firm’s approach, methods, and tools used to gather, analyze and interpret information, and how these efforts contributed to project success.

5) **Project Management Approach:** Demonstrated competence in the supervision, coordination, communication, quality assurance and control related to the preparation of design and construction documents for public works projects, 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) **Sustainable Design Experience:** Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing specific sustainable design tools and methods to meet sustainable design goals for renovations/expansions. Identify participating team members with appropriate experience.

8) **Staff Experience and Availability:** Identify the staff proposed for performing the work outlined in this RFQ. Provide staff qualifications that demonstrate relevant
project experience. 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.

9) **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. Ensure the schedule above can be met with the staffing planned.

10) **Past Performance in the Utilization of sbe, dbe 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), and minority and women-owned 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, and MWBE.

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

11) **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.
12) **Acceptance of University's Standard Contracts:** The University intends to utilize its standard Agreement for Architectural Services for design services. This Agreement is available for review on the Capital Projects Office’s website at: [http://f2.washington.edu/cpo/business/contracts-forms](http://f2.washington.edu/cpo/business/contracts-forms). Select the ‘Agreement for Architectural Services (Two Phases for Part I - OA1)’. 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>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cover Letter</td>
<td>2</td>
</tr>
<tr>
<td>2 Relevant Experience of the Firm</td>
<td>20</td>
</tr>
<tr>
<td>3 Ability to Manage Schedule and Budget</td>
<td>10</td>
</tr>
<tr>
<td>4 Programming and Concept Development Experience</td>
<td>3</td>
</tr>
<tr>
<td>5 Project Management Approach</td>
<td>5</td>
</tr>
<tr>
<td>6 Permitting and Other Regulatory Knowledge</td>
<td>5</td>
</tr>
<tr>
<td>7 Sustainable Design Experience</td>
<td>5</td>
</tr>
<tr>
<td>8 Staff Experience and Availability</td>
<td>25</td>
</tr>
<tr>
<td>9 Staffing Plan</td>
<td>15</td>
</tr>
</tbody>
</table>
## Past Performance in Utilization of sbe, dbe and MWBE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Past Performance in Utilization of sbe, dbe and MWBE</td>
</tr>
</tbody>
</table>

## References

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>References</td>
</tr>
</tbody>
</table>

## Acceptance of the University’s Standard Contract(s)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Acceptance of the University’s Standard Contract(s)</td>
</tr>
</tbody>
</table>

**Total Points:** 100

---

**Submittal Deadline:** One (1) unbound original printed and one (1) CD/DVD 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: Catherine Vogt, Project Manager  
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](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

Last Revised: August 20, 2015
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 and to submit prior to the interview an Outreach Plan for inclusion of sbe, dbe, and MWBE. The letter will inform the firms as to the submittal date for the Outreach Plan. The plan should address the following areas:

- Discuss the opportunities and challenges you have identified relative to engaging sbe, dbe, 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, and MWBE engagement.

In addition to presenting their qualifications, experience, and approach to the Project, the firm will be expected to respond to questions from the evaluation committee regarding any elements of their presentation. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

<table>
<thead>
<tr>
<th>Interview Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project: The firm’s understanding of, and approach to, the requirements of the project.</td>
<td>20</td>
</tr>
<tr>
<td>2. Personnel: Experience and knowledge relevant to the project.</td>
<td>20</td>
</tr>
<tr>
<td>3. Communication: Interpersonal communication between team members and with the interview committee.</td>
<td>20</td>
</tr>
<tr>
<td>4. Outreach Plan: Outreach Plan and approach to inclusion of sbe, dbe, and MWBE.</td>
<td>20</td>
</tr>
<tr>
<td>5. Presentation and Questions: Clarity of expression and thoroughness in the firm’s</td>
<td>20</td>
</tr>
</tbody>
</table>
presentation, and in providing insightful answers to questions asked by the interview committee. Quality of questions asked by the firm.

<table>
<thead>
<tr>
<th></th>
<th>Total Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

The most highly qualified firm, based on the total points from the evaluation of the SOQs and interviews, will be invited to enter into negotiations with the University. 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.

**Anticipated Selection Schedule:**

Request for Qualifications Due: September 4  
Evaluation of SOQs: September 8-15  
Shortlisted firms notified: September 16  
Interviews: September 28-30  
Contract negotiations: October 1-16

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.

**Business Equity:** The University of Washington is committed to providing the maximum practicable opportunity for participation in contracting by sbe, dbe, and MWBE through direct contracts with the University, and sub-consulting or supplier participation. The University has determined that 5% combined sbe/dbe/mwbe participation is practicable and attainable for this project; however no minimum level of sbe/dbe/MWBE participation shall be required as a condition for receiving an award. The University is also an affirmative action-equal opportunity employer.

The definitions which follow apply throughout this selection process.

1. “Small business entity” 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” means any business entity certified with the OMWBE.

3. “MWBE” means businesses that are more than 50% owned and controlled by minorities or women, including those businesses certified by the OMWBE as women-
owned or minority-owned. The term “minorities” includes persons of Asian, Black, Hispanic and Native American racial or ethnic heritage.

**Questions:** All questions regarding this RFQ should be addressed to Catherine Vogt, Project Manager, at (206) 543-0545, or by e-mail at cvogt@uw.edu.

JUDITH GINIGER  
Contracts Manager

Publication date(s) in the *Seattle Daily Journal of Commerce*: August 21, 2015.