

University of Washington

REQUEST FOR QUALIFICATIONS FOR
Design-Build Services
for the
University of Washington
Seismic Improvements

Project No. 205729

Submittal Deadline Date: No later than 3:00 PM, March 27, 2018

1.1 INTRODUCTION: The University of Washington, (UW) is soliciting Statements of Qualifications (SOQ) from qualified firms or joint ventures to provide design-build services for seismic retrofit projects at the University of Washington’s Seattle campus. The University has identified 25 buildings on campus that will need various forms of seismic improvements over the next decade. The total project costs for the initial phase of this project is \$14.5 - \$17.5million. During the future phases, it is anticipated an additional \$38 - \$41 million worth of work will be required between the years 2019 - 2025.

The primary goals of the project are:

- Retrofit three unreinforced masonry (URM) bearing-wall buildings utilizing the “bolts plus” methodology.
- Retrofit four unreinforced masonry bearing-wall buildings by the addition of a secondary gravity support adjacent to the walls, such as strong-back stud walls or other systems determined to be appropriate.
- Construct seismic anchorage of ornamentation and veneer near the primary exits of the buildings.
- Construct seismic bracing of all unreinforced masonry parapets and chimneys on buildings.
- Develop and execute a phasing plan for each scope of work/building within the plan. Coordinating and executing the work with the least amount of disruption to building and campus occupants.
- Participation from small business entities, disadvantaged business enterprises, Minority Business Enterprises, Women’s Business Enterprises, and Minority Women’s Business Enterprises to provide opportunities to participate in the work.
- Highest level of professional communication and outreach to the campus regarding the work is persistently maintained.

The first phase of the project is to retrofit the following buildings in support of the City of Seattle current and proposed new mandates that Owners address buildings with URM: Smith Hall, Mary Gates Hall, Music

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 2 of 16

Building, Gowen Hall, Savery Hall, Johnson Hall, Thomson Hall, Communications Building, Harris Hydraulics, Portage Bay Building and Hall Health. The work is for targeted areas, not a full seismic upgrade of the entire building.

Project delivery will be by a design-build contracting method utilizing a preliminary agreement between the University and the design-builder to prepare design solutions to negotiate a price for completing the project, and a second agreement to govern completion of design, construction, and other aspects of scope and terms sufficient to complete the project. The preliminary agreement will be based on DBIA Document No. 520 *STANDARD FORM OF PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER* (https://www.dbia.org/resource-center/Documents/520_062010.pdf) as modified to reflect state law and University requirements. The form of compensation for work under the preliminary agreement will be by time and materials, with details to be negotiated. The second agreement will be based on DBIA Document No. 525 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER – LUMP SUM* (https://www.dbia.org/resource-center/Documents/525_062010.pdf), as modified to reflect state law and other University requirements.

It is anticipated that separate preliminary and lump sum agreements will be executed for each phase of the project.

The approach used in this solicitation eliminates the requirements for design and fixed pricing during the process to select the design-builder. The selection process emphasizes qualifications and does not include a design element; therefore, a minimal honorarium of \$1000 will be issued to the unsuccessful Finalists.

Teams submitting a SOQ will be evaluated based on the criteria set forth in this Request for Qualifications (RFQ) by a committee with representation from the UW Capital Planning & Development office and UW Facilities Services and other UW departments. A maximum of three teams (the Finalists) will be short-listed. The Finalists will proceed to the next step of the selection process and will receive a Request for Proposal (RFP) and participate in an interview. An evaluation committee will score the interview and the responses to the RFP and the sum of those scores will determine the highest scoring proposal. The design-builder firm for the highest scoring team will be selected for award of the contract.

1.2 BASIS FOR DESIGN-BUILD PROCESS: The University is utilizing the Design-Build alternative public works contracting procedure authorized under Chapter 39.10 of the Revised Code of Washington (RCW). This project delivery method is appropriate for this project because the construction activities are highly specialized and a design-build approach is critical in developing the construction methodology, and the projects selected provide opportunity for greater innovation or efficiencies between the designer and the builder.

1.3 PROJECT DESCRIPTION: The University's seismic solutions have been categorized into three categories. The three categories are: load bearing corrections, façade corrections, and parapet corrections.

Project characteristics include:

- For the initial phase, the buildings will remain occupied during the work.
- Close coordination with the City of Seattle to minimize code-required improvements.

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 3 of 16

- Close coordination with the University’s Environmental and Land Use Planner and the City’s Preservation Staff.
- Close coordination with the University’s Engineering Services Department
- Unbraced parapets
- Floors and roofs that need to be structurally connected to URM walls
- Framing that will interconnect to strength floors and roofs, as applicable
- Strengthen unreinforced interior and exterior bearing walls

The University intends to work with the selected team to optimize a phased work approach and ensure that up to approximately 11 buildings will be designed, phased, and substantially complete by May 31, 2019.

The buildings are located throughout the Seattle Campus. It is anticipated that construction will occur simultaneously at multiple sites on the campus.

1.4 PRE-SUBMISSION MEETING: There is a pre-submission meeting scheduled for **Tuesday, March 6, 2018 at 11:00 AM, Room G41, University Facilities Building on the UW Seattle campus.**

1.5 BUSINESS EQUITY: The University is committed to providing the maximum practicable opportunity for participation in contracting by all qualified firms. The University strongly solicits and encourages SOQs from small business entities, disadvantaged business enterprises, Minority Business Enterprises, Women’s Business Enterprises, and Minority Women’s Business Enterprises to provide services for the University of Washington Seismic Improvements.

1.6 QUALIFICATIONS REQUIRED: Teams desiring to submit SOQs for this project must demonstrate experience and qualifications to provide successful delivery of the project. Teams should demonstrate appropriate experience in occupied buildings developing solutions to URM conditions addressing the following:

- Construction phasing
- Successful record of working with multiple review entities
- Project goals are maintained, including budget and schedule
- Cost effective solutions are obtained.
- Communication and outreach expectations are established and maintained.

Firms must also demonstrate their ability to meet the selection criteria outlined elsewhere in this RFQ.

1.7 SOLICITATION PROCESS SCHEDULE: The anticipated schedule for the solicitation process is indicated below:

1. Issue Request for Qualifications:	February 26, 2018
2. Pre-Submission Meeting at 11:00 AM:	March 6, 2018
3. Statement of Qualifications due at 3:00 pm	March 27, 2018
4. Finalists Selected:	April 6, 2018
5. Issue Request for Proposals:	April 9, 2018

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 4 of 16

6. Interviews:	April 16 - 19, 2018
7. Last Addendum Issued:	April 20, 2018
8. Proposals Due at 3:00 PM:	April 24, 2018
9. Scoring of Proposals:	April 26, 2018
10. Public Announcement of Scores:	April 27, 2018
11. UW Initiates Negotiations with Highest Scoring Proposer:	April 30, 2018
12. Contract Award:	May 10, 2018
13. Notice to Proceed:	To be determined

1.8 SELECTION PROCESS: The selection of the design-build team for this project will follow these steps:

1. Request for Qualifications

The University, through an evaluation committee, will evaluate SOQ's submitted in response to this RFQ. The evaluation will be based on weighted criteria identified later in this document. The length of the SOQ is limited as follows:

- The SOQ's are limited to sixteen (16) 8"x11" sheets. The sixteen sheets may be printed on the front and back for a maximum of thirty-two (32) pages, and a font of no less than 12 point shall be used.
- Covers, Table of Contents, resumes and Tabs or other section dividers are not included in the sixteen sheet limit and must not contain significant content.
- 11x17 sheets (z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side.
- The Safety and Health Qualification Statement (Attachment 1) submitted in response to Section 1.9 A.6 (Safety criterion) is not included in the sixteen sheet limit. However, other information submitted in response to this criterion *is* included in the sixteen page limit.

Based on the SOQ evaluations, the University will identify a maximum of three Finalists to proceed to the next step in the selection process. Points from the SOQ evaluation will be considered only for the purpose of determining which firms will be named as Finalists and will not carry forward beyond the RFQ stage.

2. Request for Proposals (RFP)

Each Finalist will be invited to respond to the RFP. The submitted proposals will be evaluated based on weighted criteria identified later in this document. Proposals shall be submitted in a single package. The package shall contain 1) the responses to all the RFP requirements, and 2) in a separate sealed envelope within the package, include the Price Factor Form (original signed in ink), the bonding letter, and the insurance letter.

The length of the proposal is limited as follows:

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 5 of 16

- The proposals are limited to twenty-four (24) 8"x11" sheets (including attachments). The twenty-four sheets may be printed on the front and back for a maximum of forty-eight (48) pages, and a font of no less than 12 point shall be used.
- Covers, Table of Contents, and Tabs or other section dividers do not count toward the 24 sheet limit and must not contain significant content.
- The Price Factor form, bonding letter, and insurance letter do not count toward the 24 sheet limit.
- 11x17 sheets (z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side.

After submittal of the proposals, the members of the evaluation committee will score the proposals according to the criteria set forth in the RFP.

3. Interviews

After the RFP is issued but before submitting its proposal, each Finalist will be invited to an interview. The project team proposed in the SOQ shall be in attendance. In addition to presenting their qualifications, experience, and approach to the project, the project team will be expected to address the criteria set forth in Section 1.9 C. below and any additional questions provided in the notification letter to the Finalist.

The Finalist with the highest total points from the evaluation of its proposal and interview will be selected to enter into contract negotiations with the University. If the University and the highest scoring Finalist cannot agree on terms, the University may enter into negotiations with the next highest scoring Finalist.

4. General Information

- A. Content of RFP: The RFP will include additional project information including, but not limited to:
 - a. Standard Specifications for Division 01.
- B. Basis of Design-Build Award: The *Preliminary Agreement Between Owner and Design-Builder* and the potential follow-on agreement to complete the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) (a) and the criteria identified in this document.
- C. Honorarium and Rights: Instead of requiring significant design and estimating, the selection process relies on qualifications supplemented with descriptions of the approach and architectural design, and a price factor. Since the level of effort required of the proposers to respond to the selection criteria is moderate, a \$1000 honorarium will be paid to the Finalists. Unsuccessful proposals will become the property of the University.
- D. Rejection of Proposals: The University reserves the right to reject any and all proposals at any time for any reason. In the event the University does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).
- E. Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed at the end of this RFQ should be contacted regarding this project. Any

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 6 of 16

contact by Proposers with any other individual(s), including, but not limited to individuals from any of the organizations represented on the evaluation committee, may result in the Proposer's elimination from this selection process.

- F. Evaluation Committee: The evaluation committee for both the RFQ and RFP phases of the selection process will consist of representatives from the Capital Planning & Development Office and other UW departments.

- G. References: The University reserves the right to conduct reference checks for all firms (including, without limitation, firms on proposed teams) at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or its ability to successfully perform the work to be executed based on this RFQ and subsequent RFP, the University may, at its sole discretion, determine that the firm is not qualified to perform the contract and deem the proposer not eligible for further consideration. The University also reserves the right to check references from projects and/or organizations not identified by the firm.

1.9 EVALUATION CRITERIA

A. RFQ Evaluation Criteria – 100 points: The SOQ submitted by teams must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team's SOQ must include a Table of Contents and be organized by discrete sections corresponding to the criteria and in the same order shown below. Submittals will not be returned.

RFQ CRITERIA	EVALUATION	WEIGHTING (max. points)
1	<p>Staff's 1`Technical Qualifications: Describe your key team members' individual specialized experience and technical competence in targeted seismic structural improvements. Include experience on projects that are similar in type, size, and scale to the scope of this project, as well as experience with design and construction work in similar business and/or campus conditions. Specifically address design and construction experience in these areas:</p> <ul style="list-style-type: none">1) Planning for and execution of multi-project/phased renovations in occupied buildings.2) Creative approaches to meeting tight budgets and schedules for seismic upgrades, both interior and exterior conditions. <p>Include a copy of the resume for each key individual proposed to provide this technical expertise to the project. Resumes are limited to 1 sheet per key individual and are not counted in the 16-sheet limit. Each resume must indicate each key individual's specific roles and responsibilities for each past project listed, and include three professional references with phone and email contact information.</p>	25

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 7 of 16

	<p>Please alert each professional reference that a UW CPD representative may be contacting them during the selection process. Note that only the construction, architect, and structural design team members should be listed. The University intends to consult with the selected Design-Builder to supplement their capabilities with other expertise as needed to perform the work of the project.</p>	
2	<p>Capability to Perform the Work: Describe your team’s capabilities to manage and perform the design, construction, and schedule elements of the project. Describe the organizational structure of the entity proposing. Identify how the design and construction resources of your team will be integrated into a cohesive Design-Build organization, including a description of the management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ to ensure an effective project. At a minimum, the following individual key team members shall be identified: corporate executive dedicated to the project, lead design architect, construction project manager, superintendent, structural engineer and safety officer. List the title of the position, the name and qualifications of the key individuals to be assigned to the project, and the responsibilities of each key team member. Individuals may be proposed to serve in multiple roles.</p> <p>Provide an organization chart showing the staffing proposal for the key team members (as specified above) to be assigned to the project. Include a copy of the resume of each key individual proposed.</p> <p>The organization chart may indicate roles for subcontractors in a generic manner, i.e. ‘interiors consultant’ or ‘electrical subcontractor’ if that information is important in conveying how the proposer intends to manage and deliver the project.</p>	20
3	<p>Relevant Past Performance: Describe your team’s similar project experience in planning, designing, and executing targeted seismic improvements both within the building and exterior, particularly those with a phased or multi-building aspect. Focus on the team and how it functioned as cohesive unit. Provide information about firms and then by individual (as shown in item 5, below). Generally describe your team’s experience in completing design-build projects or similar delivery approaches where tight schedules were a driver, including an explanation of the projects and roles in which various members have worked together. Also, provide a list of three D-B completed projects and describe their similarities to the proposed project. For each project provide:</p> <p>1) a description of the project;</p>	15

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 8 of 16

	<p>2) issues addressed during design; 3) Lean practices utilized during design and construction 4) Unforeseen issues or changed planning addressed during construction 5) the duration of construction; 6) the original budget and final cost; 7) Owner’s Reference with telephone number and email address, who is familiar with your proposed team’s performance in completing the project; and 8) Identify which individuals named in the proposed project team participated as members of the project team for the listed projects and the roles they held. If a team member’s listed experience is with a firm other than that proposed, so state.</p> <p>If the firm proposing to act as the design-builder for your team has not completed three design-build projects, list three projects which were successfully completed and which provide the team with the necessary experience and skills to successfully complete this project.</p>	
<p>4</p>	<p>Maximizing Value on a Limited Budget and Schedule: Provide examples of how your team has achieved a high-value project in response to challenging budgets and/or schedules. Examples of reducing cost or duration and maximizing value while still achieving design quality should be provided. Examples may encompass building systems or assemblies, or entire building projects. Examples of projects containing seismic improvements in occupied buildings will be highly valued. Projects described in this criterion may be in addition to those listed in item 3.</p>	<p>20</p>
<p>5</p>	<p>Safety: Describe the safety and accident prevention record of the design-builder member of your team. If the design-builder member is a joint venture, submit the requirements of this section for each member firm of the joint venture. Summarize the firm’s Accident Prevention Program and describe the firm’s philosophy and approach to accident prevention. Complete the University of Washington’s <i>Safety and Health Qualification Statement</i>, Attachment 2, and submit it with your Statement of Qualifications. A copy of the <i>Safety and Health Qualification Statement</i> is included in this RFQ as Attachment 2. If the firm is a joint venture, a Safety and Health Qualification Statement shall be submitted for each member of the joint venture.</p>	<p>10</p>
<p>6</p>	<p>Business Equity: Provide a summary of your team’s performance in the utilization of SB/DBE/MBE/WBE/MWBE (see definitions of these terms in Section 1.11 Business Equity) over the last five years in the state of Washington on projects of similar size and scope,</p>	<p>10</p>

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 9 of 16

	<p>whether via the design-build delivery approach or not. Firms that do not have state of Washington experiences may provide relevant experiences from other states.</p> <p>For each project, include the following:</p> <ol style="list-style-type: none"> 1) Name of project; 2) Date of substantial completion; 3) Name of owner and contact person, including email and phone; 4) Final contract value; 5) Owner’s utilization goals (if any) for the project; and 6) The overall percentage of final contract value paid to SB/DBE/MBE/WBE/MWBE; 	
	Maximum RFQ Points →	100 points

B. RFP Evaluation Criteria – 100 points: The proposals submitted by the Finalists after evaluation of the SOQ must include information documenting how the team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s proposal must include a Table of Contents and be organized by discrete sections corresponding to the criteria and in the same order as below. Submittals will not be returned.

RFP CRITERIA	EVALUATION	WEIGHTING (max. points)
1	<p>Essential characteristics of, and general approach to managing, this design-build project: Describe the team’s understanding of, and insights into, this “two contract” project delivery method. Describe method-specific risks and opportunities and how best to manage them. Describe what method-specific team characteristics and behaviors are essential and why. Describe how your team is organized concerning major tasks, roles and responsibilities and how the structure helps minimize gaps and assures clarity. Describe approach to collaboration among team members and with University staff.</p>	20
2	<p>Approach to the targeted seismic improvements: Describe the teams approach to developing seismic solutions that fit with the architectural intent of each building. Describe how your team proposes to work with the University and the City’s historic preservation office to develop the solutions to apply to the University’s buildings that have URM components to apply throughout the UW Seattle campus over the next six to eight years. Explain how your approach will lead to an efficient, high-value outcome for both this project. Indicate how the Design-Builder proposes to manage development of options up to a point when the</p>	25

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 10 of 16

	<p>University and the design-builder agree that the project scope is defined well enough to allow execution of the second agreement. Which individuals will be responsible for the major aspects of this work? The University recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually to be employed, but rather that they provide evidence of an approach to planning, design, and construction issues to be considered (with representatives of the University) during development of the design.</p>	
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Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 11 of 16

<p>3</p>	<p>Approach to Execution Describe the team’s approach to execution of this phased renovation, and indicate how your team leverages the possibilities of the design-build approach to compress schedules, the start of construction, and avoid triggering high-cost/ low value requirements.</p> <p><u>Past Performance on Similar Projects:</u> Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) that were described in your SOQ.</p> <p><u>Expertise/Ability of Professional Personnel:</u> Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of seismic, architectural solutions and historical preservation. You may reference your SOQ and/or provide a summary of their qualifications including relevant experience.</p>	<p>15</p>
<p>4</p>	<p>Ability to Meet Time and Budget Requirements: Describe the major schedule risks and critical path issues and your approach to managing them. Also describe your approach to estimating, and include major cost-estimating events on your schedule, if appropriate. Describe the major variables affecting price and how you will manage to stay within the overall budget framework. Describe the relationships between major schedule risks and major budget risks, if any, and how that relationship will be measured and managed.</p>	<p>15</p>
<p>5</p>	<p>Acceptance of Contract, Bonding and Insurance: The proposal shall respond to the following criteria:</p> <p>(a) Compliance with proposed contracts and general conditions. Each Proposer must affirm that the terms and conditions of these documents 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. NOTE: It is anticipated that the form of contract and general conditions for this project will be based on the Design Build Institute of America standard forms of contracts described in Section 1.10 and general conditions documents modified to reflect state law and University requirements. The documents will be provided to Finalists as</p>	<p>No Points</p>

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 12 of 16

	<p>part of the Request for Proposal process.</p> <p>(b) Ability to provide performance and payment bonds for the project for at least the amount of the target budget range. The Proposer must submit a letter from its bonding company (surety) or its bonding agent indicating that the Proposer has the requisite bonding capacity in order to provide the required bonds.</p> <p>(c) Insurability: Statement from the Proposer’s insurance carrier indicating that the insurance requirements of the contract can be met by the Proposer.</p> <p>Failure to respond to item (a) and/or provide the letters required by items (b) and (c) may result in elimination of the Proposal from further consideration in the selection process.</p>	
<p>6</p>	<p>Workload Factor: Based on the impact of recent, current, and projected workloads of the team, describe the team’s ability to perform the work of this project. Briefly describe the responsibilities of each team member and the extent of involvement of the individuals assigned during each phase of the Project for seismic solutions, design completion and permitting, and construction phase expressed as a percentage (100% = full time). At a minimum, the corporate executive dedicated to the project, lead design architect, structural engineer, construction project manager, superintendent, and safety officer shall be identified. The qualifications of these individuals will be evidenced by the resumes and other information in your SOQ.</p>	<p>5</p>
<p>7</p>	<p>Location: Location of the firm’s offices and plan to address any impact of location on the firm’s ability to perform the work of this Project.</p>	<p>5</p>
<p>8</p>	<p>Price Factor: Provide the home office overhead and profit of the firm (or joint venture) that would be the contracting entity as a percentage of all direct costs to be invoiced during the second contract period, i.e. during the term of the lump sum contract. A price factor proposal form will be issued with the RFP.</p> <p>The evaluation of this criterion will be based on the difference between the percentage proposed and the lowest conforming percentage received by the University. Scores will be based on how far above the lowest value any proposed value is. This difference will be expressed as a percentage according to the following formula and the result will be evaluated using the table below.</p>	<p>5</p>

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 13 of 16

	<p>Percent above low value = $[(\text{Proposed Value} - \text{Lowest Value}) / \text{Lowest Value}] \times 100$</p> <p>Example: Let 4% = the lowest value, and let 5% = the proposed value. Then the percent above lowest value is:</p> <p>$[(5 - 4)/4] \times 100 = \mathbf{25\%}$; [then, according to the table below, 2 points would be assigned]</p> <p>Points will be awarded for this criterion as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Low conforming value</td> <td style="text-align: right;">5 points</td> </tr> <tr> <td>Values within 10% of low conforming value</td> <td style="text-align: right;">4 points</td> </tr> <tr> <td>Values within 20% of low conforming value</td> <td style="text-align: right;">3 points</td> </tr> <tr> <td>Values within 40% of low conforming value</td> <td style="text-align: right;">2 points</td> </tr> <tr> <td>Values within 60% of low conforming value</td> <td style="text-align: right;">1 point</td> </tr> <tr> <td>Others</td> <td style="text-align: right;">0 points</td> </tr> </table>	Low conforming value	5 points	Values within 10% of low conforming value	4 points	Values within 20% of low conforming value	3 points	Values within 40% of low conforming value	2 points	Values within 60% of low conforming value	1 point	Others	0 points	
Low conforming value	5 points													
Values within 10% of low conforming value	4 points													
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Values within 40% of low conforming value	2 points													
Values within 60% of low conforming value	1 point													
Others	0 points													
9	<p>Business Equity Inclusion Plan: Submit an Inclusion Plan outlining the proactive strategies, resource commitments, and specific steps you will take to effectively engage SB/DBE/MBE/WBE/MWBE. Discuss the opportunities and challenges you have identified, and how you intend to capitalize upon those opportunities and mitigate those challenges to support the University’s commitment to the optimal participation of sbe/dbe/MBE/WBE/MWBE on this project. Include any components such as work scopes, professional relationships and alliances that you have identified as particularly relevant to the success of your Plan.</p>	10												
	Maximum RFP Points →	100												

C. Interview Evaluation Criteria – (60 Points): In evaluating the results of the interview, the evaluation committee will use the following criteria and weighting of points. The following criteria shall be addressed by the team in the interview:

INTERVIEW CRITERIA	EVALUATION	WEIGHTING (max. points)
1	<p>Strategic Approach:</p> <p>Indicate which individuals identified in your SOQ will lead and/or significantly contribute to developing seismic solutions for historical buildings, interior renovation strategies, and working in occupied buildings. Please have each person describe his/her role as it relates to the team and how they will contribute to the success of this project.</p>	25

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 14 of 16

2	Approach to Developing solutions to the buildings containing URM conditions. Describe how the Design-Builder will facilitate University input, what tools and methods will be used to drive and track the iterative process, how conceptual estimating will be done and how major variables will be evaluated. What role will subcontractors play during this effort, if any? Describe the outreach and communication plan for working in occupied, historical buildings.	25
3	General interview, discussion and team dynamics.	25
	Maximum Interview Points →	75

1.10 CONTRACTING PROCESS: The preliminary agreement will be based on DBIA Document No. 520 *STANDARD FORM OF PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER* as modified to reflect state law and University requirements. The form of compensation for work under the Preliminary Agreement will be by time and materials with details to be negotiated. The second agreement will be based on DBIA Document No. 525 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER – LUMP SUM*, as modified to reflect state law and University requirements. If, at any time during the term of the preliminary agreement, the University and the Design-Builder are unable to agree on a price to complete the project, the University, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on agreement with the Design-Builder.

1.11 BUSINESS EQUITY: The University is committed to providing the maximum practicable opportunity for participation in contracting by SB, DBE, MBE, WBE, and MWBE on public works projects. Participation may be either on a direct basis or as a subcontractor or supplier. The University has determined that 16 % combined SB/DBE/MBE/WBE/MWBE participation is practicable and attainable for this project; however, no minimum level of SB/DBE/MBE/WBE/MWBE participation shall be required as a condition for receiving an award. Prior to the execution of the preliminary agreement between owner and design- builder for this project, the University and the selected firm shall agree on an aspirational goal of combined SB/DBE/MBE/WBE/MWBE participation in the preliminary and design services set forth in that agreement. If the follow-on lump sum contract to complete this project is executed, the University and the selected firm shall agree on an aspirational goal of combined SB/DBE/MBE/WBE/MWBE participation in the design and construction services set forth in that contract.

The definitions which follow apply throughout this RFQ:

1. **Small Business (SB):** An entity licensed to do business in the state of Washington, 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
- B. Conforms to the U.S. Small Business Administration Size Standards of the *North American Industry Classification System (NAICS Codes* in which the business entity is proposed to be engaged; or
- C. Is certified with the Washington State Office of Minority and Women’s Business Enterprises (OMWBE)

2. Disadvantaged Business Enterprise (DBE): Any business entity certified with the OMWBE

Minority Business Enterprise (MBE) A business entity that is more than 50% owned and controlled by at least one minority person.

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 15 of 16

3. Women’s Business Enterprise (WBE) A business entity that is more than 50% owned and controlled by at least one non-minority woman.

4. Minority Women’s Business Enterprise (MWBE) A business entity that is more than 50% owned and controlled by at least minority woman

(The term “minority” includes a person of Asian, Black, Hispanic and Native American racial or ethnic heritage.)

In the RFP stage, Finalists will be required to submit their proposed Inclusion Plan for the participation of SB//MBE/WBE/MWBE. Each Finalist’s Inclusion Plan shall:

- 1) Outline the proactive strategies, resource commitments, and specific steps that will be implemented to effectively engage SB/DBE/MBE/WBE/MWBE participation.
- 2) Address the Finalist’s proposed actions to comply with the Business Equity requirements set forth in 00 72 00 General Conditions of Contract between Owner and Design-Builder.
- 3) Discuss the opportunities and challenges identified in implementing the proposed Inclusion Plan to support the University’s commitment to the equitable participation of SB/DBE/MBE/WBE/MWBE on this project.

Prior to the execution of the preliminary agreement, the Design-Builder will finalize the Inclusion Plan and submit it to the Owner for review and approval.

1.12 FORM OF SUBMITTAL AND DEADLINE: One original in an easily removable binder (no spiral or comb bindings), six (6) hard copies in easily removable binders (no spiral or comb bindings), and one (1) electronic copy (PDF) of the SOQ on its own flash drive must be received at the University Facilities Building on the Seattle campus no later than the date and time specified at the beginning of this RFQ. 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. *Delivery directly to the University Facilities Building is encouraged.* Submittals received after the deadline will not be considered.

University of Washington
Capital Planning & Development
Attention: Beck Eatch
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFQ and RFP will be published at the following website address: <http://f2.washington.edu/cpo/> click on the “For Consultants & Contractors” link, then select the “Construction Business Opportunities” link. Contractors are responsible for checking the website for any addenda prior to submission of qualifications and proposals. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

Request for Qualifications for Design-Build Services

UW University Seismic Improvements

UW Project No. 205729

Page 16 of 16

1.13 APPRENTICESHIP UTILIZATION REQUIREMENTS: Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

1.14 PROTEST PROCEDURE:

In order to be considered, protests of the selection decisions made pursuant to Section 1.8(1) and (2) must be received by the Owner no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

University of Washington
Capital Planning & Development
Attention: Special Capital Projects Office
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Protests shall include the name, email address, and phone number of the protestor's authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Contracts Manager shall review the protest, consider all available facts, and issue via email a final protest decision. The Owner may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

1.15 ATTACHMENTS: Please note the following additional information that is part of this RFQ:

Attachment 1 - University of Washington Safety and Health Qualification Statement

COMMUNICATIONS: All communications regarding this RFQ should be addressed to Beck Eatch, Project Manager, University of Washington Capital Planning & Development, beatch@uw.edu.

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