University of Washington
Request for Qualifications

ARCHITECTURAL PLANNING SERVICES FOR
UNIVERSITY OF WASHINGTON NORTH CAMPUS STUDENT HOUSING STUDY
Project Number: 203815

Submittal Time and Date: Up to 3:00 p.m., November 18, 2011

The University of Washington is soliciting Statements of Qualifications (SOQ) from architectural firms to provide architectural planning services for the North Campus Student Housing Study (Study). The University will conduct a separate consultant selection process for obtaining the services of an architect to provide design and construction administration services for any project(s) resulting from the Study. The successful firm for this Study may apply to provide services for the separate design and construction project(s) that may result from the Study.

The goal of this Study is to examine existing north campus housing to define the existing conditions and develop options and alternatives with Housing and Food Services (HFS) to create a living and learning environment that will enhance the students’ learning experience. The resulting residential village must be cost-effective both in construction and maintenance over a 40-50 year life cycle. This Study is intended to be roughly six (6) months in duration, cost effective, and time-efficient in examining conditions and developing renovation and new building strategies. The Study is intended to update the Housing Master Plan, discussed below.

Background: This Study will include planning and programming for the University’s Seattle campus north residential housing community, identified on the site plan shown in Attachment 1. There are four existing residence halls in north campus, built between 1935 and 1968, which currently house approximately 2,950 students. Historically, cyclical repair and replacement work has been completed for telecommunication/internet, power, life safety, appearance and functionality. Major system replacements have not been addressed. The existing residence halls do not meet all current HFS programming requirements or student expectations for campus housing. The Housing and Food Services Comprehensive Housing Master Plan was completed in 2008 and is available online at:

Since the development of the Master Plan, several residential buildings in the University’s west campus community are either in design, construction or have been recently completed. Knowledge gained from the recent west campus development will be used to inform the Master Plan update, as it relates to north campus housing. The renovation options described in Attachment 2 are just a few of the many strategies developed for the west campus projects that could be applied to north campus.

**Scope of Services:**

After selection of the consultant, HFS will provide program outlines which will include desired demographic and residential education outcomes and desired program space assignments. After analyzing the site, existing buildings, and program, the consultant will explore several options for the north campus residential improvements. Options will include strategies to meet the program requirements through renovation, new construction, site improvement strategies and combinations of each. Capital cost estimates, operating costs, rental rate and schedules consistent with recent west campus development and delivery will be used to advance study options. Building renovation strategies described in Attachment 2 are a result of analysis that occurred in the west campus planning effort, and represent renovation options, some triggering the city’s substantial renovation requirements and some not. This information along with construction cost data from the west campus development will be used in an iterative, collaborative process between the consultant and University to develop concepts for further study. Concepts will be narrowed to preferred options based on a balance of cost, program goals, and campus living context within the north campus housing district.

Master Plan development strategies from the Study will be presented to the Architectural Commission at their Spring 2012 and Summer 2012 meetings. Depending upon the outcome of the Architectural Commission presentations, the Study may conclude, or additional study may be authorized.

*Last Revised: April 1, 2010*
The scope of services for the Study includes, but is not limited to, the following:

- Conduct a conceptual design charrette to confirm program requirements.
- Evaluate existing site and building conditions, and develop a basis documenting space, system and program needs, including code analysis.
- Provide conceptual design(s) and feasibility analysis for renovation and new building construction strategies. Work closely with the University incorporating strategies from the recent west campus development.
- Identify a range of potential future project options, and work with the University to determine the most appropriate scope for the project(s).
- Work collaboratively with the University incorporating feedback and narrowing concepts to preferred options for further study.
- Provide conceptual design of preferred options, initial building siting and massing strategies.
- For each preferred option, work with the University to develop cost estimates, schedules, and phasing/surge plans.
- Begin to define energy efficient systems and LEED integrated design strategies.

The UW and HFS are committed to sustainable design and construction strategies. All projects resulting from the Study will target the U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) for New Construction and Major Renovation to achieve at least a LEED Silver level certification through the process of the Green Building Certification Institute.

The selected firm will work under the direction of the Capital Projects Office working closely with Housing and Food Services and other appropriate campus entities.

**Pre-Submission Meeting:** Those interested in responding to the Request for Qualifications (RFQ) are encouraged to attend a Pre-Submission Meeting from 12:00am to 1:00pm on November 8, 2011 in McCarty Hall Room A (downstairs).

**Submittal Requirements and Evaluation Criteria:** The SOQ should be concise and limited to a maximum of 50 pages. Pay attention to specific requests for information. The submittals
shall be organized in a manner so that the selection committee may quickly access pertinent information. Effort should be made to avoid duplicating the information presented in the SOQ. Each firm's SOQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as below. Each SOQ must include and will be evaluated based on the following requirements:

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 and why your firm is the most qualified for this project.
   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.
   e) Provide 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 Design and Planning Experience of the Firm**: Demonstrated project design excellence, and expertise and experience in planning student housing, apartments, multi-family, or assisted living facilities. Compare planned and actual budgets and schedules for projects listed. 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/21DBF5BF7E860FC185256E13005C6AA6.

3) **Concept Development Experience**: Demonstrated experience in the preparation of concept development for the design of student housing, apartments, multi-family, or assisted living facilities.

4) **Building Planning and Development**: Describe your firm's experience with development of planning options for enhanced residential use of existing buildings, and specifically describe your firm's approach and development strategies that would supplement the University's
knowledge gained from recent west campus development. Describe how your firm would inspire a collaborative process between the consultant team and University stakeholders.

5) Sustainable Design Experience: Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing approaches in integrated design, life cycle cost analysis, net zero energy, carbon neutrality, innovative technologies and other practices and tools used by your firm in establishing and meeting sustainable design goals. Define the leadership process in performance based sustainable design. Identify the number of LEED projects designed by your firm, including 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 AP's 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. Identify membership and participation in sustainable professional organizations for the firm and for each proposed staffing member.

6) 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.

7) Staffing Plan: Describe the percentage of each individual's time projected for a study of this type. The staffing plan should include a percentage of work hours commitment of individual staff for the duration of the Study, including but not limited to, principal-In-charge, project manager, project designer, project architect.

8) MWBE Outreach Plan: An MWBE Outreach Plan outlining the proactive strategy, resource commitments, and specific steps the firm intends to employ in reaching out to minority and women owned businesses (MWBEs) certified by the State of Washington's Office of Minority and Women's Business Enterprises. The MWBE Outreach Plan should demonstrate how the firm intends to work toward meeting 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.
9) References: At least three 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, current contact telephone number and email address. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process.

10) Acceptance of University’s Standard Contract: The University intends to utilize its standard Agreement for Professional Services for this Project. This Agreement is available for review on the Capital Projects Office’s website at http://www.cpo.washington.edu. Click on the ‘Business Opportunities & Information’ link on the left-hand side, then click on the ‘Standard Contracts and Forms’ link and select the ‘Agreement for Professional Services – Miscellaneous (OA4).pdf’ located in the Consultant section. Each firm must affirm in this section of the SOQ that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the language in the agreement, 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 the standard agreement based on the firm’s suggestions. Firms should not comment on the terms of Attachment A to the Agreement that include compensation provisions. Failure to respond to this item may result in the University not considering the firm’s SOQ as part of the evaluation process.

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>
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<tr>
<td>2 Relevant Design and Planning Experience of the Firm</td>
<td>20</td>
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<tr>
<td>3 Concept Development Experience</td>
<td>15</td>
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<tr>
<td>4 Building Planning and Development</td>
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<td>5 Sustainable Design Experience</td>
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<td>6 Staff Experience and Availability</td>
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<td>7 Staffing Plan</td>
<td>10</td>
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<td>8 MWBE Outreach Plan</td>
<td>5</td>
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<td>9 References</td>
<td>No points</td>
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<tr>
<td>9 Acceptance of the University’s Standard Contract</td>
<td>No points</td>
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<td>Total Points:</td>
<td>100</td>
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Last Revised: April 1, 2010
Submittal Deadline: One (1) unbound original and ten (10) bound copies of the Statement of Qualifications containing the above-listed information must be received at the University Facilities Building no later than 3:00 p.m. on November 18, 2011. 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: Troy Stahlecker
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFQ will be published at the following website address: http://www.cpo.washington.edu, by clicking the "Business Opportunities & Information" link and then selecting the "Consultant Business Opportunities" link. 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 on December 12, 2011 which will make its recommendation for final selection of the most qualified consultant to the University's Board of Regents at its December 2011 meeting. 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 second most highly qualified firm.

Only an architectural firm will be selected at this time. Information from subconsultants should not be included in the SOQ. Likewise, the selection of the prime architectural firm will be the focus of the Architectural Commission interviews. The University understands the critical role of sub-consultants in meeting the scope requirements and expects to work with the selected firm to finalize the sub-consultant team.

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 contract to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not the most qualified or highly qualified firm and may select the next highest-ranked firm whose reference checks validate the ability of the firm to successfully perform the contract to be executed based on this RFQ. 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. Voluntary 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.

_Last: Revised: April 1, 2010_
Questions: All questions regarding this RFQ should be addressed to Troy Stahlecker, Project Manager, at (206) 616-5609 or by e-mail at stahl@uw.edu.

Attachment 1: University of Washington Campus Master Plan/Study Boundary
Attachment 2: North Campus Residential Housing Study Building Upgrade Categories

Publication date(s) in the Seattle Daily Journal of Commerce: October 27, 2011 and November 2, 2011.
ATTACHMENT 2, BUILDING RENOVATION CATEGORIES, N. CAMPUS HOUSING STUDY

OPTION "A" ON GOING MAINTENANCE - BELOW SUBSTANTIAL RENOVATION THRESHOLD
- Remove any hazardous materials related to work below
- Replace the plumbing system piping in the building, domestic hot/cold water supply
- Replace unit and lounge windows w/ energy efficient windows
- Replace incoming utilities
- Replace fire sprinkler system but do not add a fire pump
- Interior patch and paint related to work above
- Repair and paint the exterior of the building

OPTION "B" MAINTENANCE IMPROVEMENTS PLUS LIVING IMPROVEMENTS
- All of Option "A", plus: -COULD TRIGGER SUBSTANTIAL RENOVATION REQUIREMENTS AND MAY BE GROUPED WITH OPTION 'C'
- Interior Demolition
- Replace and upgrade restrooms on each floor. Add levels of privacy
- Provide seismic upgrades (shear walls) throughout the building
- Foundation Seismic Upgrades
- Misc. structural improvements
- Finish work in connection to seismic wall upgrades
- Façade seismic Improvements
- Mechanical Shaft Upgrades Where add fire/smoke dampers or sub duct
- Upgrade residential room heating units
- New 15KV feeder, 2000 AMP Substation, new panels on each floor
- Replace lighting fixtures with more efficient light fixtures
- Provide telephone outlets every 5 landings in the two fire exit stairs
- Logistics to facilitate work above

OPTION "C" MAINTENANCE IMPROVEMENTS, LIVING IMPROVEMENTS, PLUS LIFE SAFETY
- All of Option "A" + "B" plus: -NOT 100% CODE COMPLIANCE BUT TAKING ADVANTAGE OF COMMONALITIES
- Add 1/3 hr. door assembly on hold opens to separate the floor lounges from the corridor
- Remove the trash chute doors on each floor and infill them with two hour walls
- Add smoke gaskets and coor closers to all existing solid core non-rated corridor doors to units etc.
- Replace residential room door hardware
- New doors to meet code.
- Replace shaft access doors (on ea. Floor) w/ 1.5 hr, self closing, smoke sealed access doors
- Add perforated panels or woven wire to fire stair guardrails to create a max. 4" opening.
- Add pressurization to the existing east (interior) fire stairs
- New mechanical controls for upgraded systems
- Add WIRED fire fighter phones In lieu of responder radio coverage
- Add smoke sensors to the fire alarm system for pressurization and exhaust fans
- Relocate FACP, add stairwell phones, voice evac, command ctr enclosure, elevator and AHU control
- Add Fire Pump
- Logistics to facilitate work above

OPTION "D" 100% CODE COMPLIANCE - SUBSTANTIAL IMPROVEMENT TO BUILDING
- All of the above categories ("A" "B" "C") plus:
- Fire command center per Code, Emergency Responder Antenna
- Upgrade elevators and all infrastructure to comply with fire command center requirement
- Upgrade emergency power, including new generator if campus infrastructure can not support load
- Create one or two study rooms on each floor, code compliant
- Replace roof membrane and rigid insulation below the membrane to meet the energy code