
**Student Development &
Success Center – Predesign
Request for Qualifications
PW776
July 9, 2021**



REQUEST FOR QUALIFICATIONS

WESTERN WASHINGTON UNIVERSITY
STUDENT DEVELOPMENT & SUCCESS CENTER
PREDESIGN SERVICES
PW776

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REQUEST FOR QUALIFICATIONS

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SUBMITTAL DEADLINE AND INSTRUCTIONS

Response Date: 3:00 PM PST, Bellingham WA local time, July 30, 2021

Qualifications will be received by Western Washington University from firms interested in providing Pre-design services for the Student Development & Success Center project.

Services are to include: programming, conceptual design, cost estimating, and development of a pre-design document meeting OFM's latest guidelines.

Firms must have an established record of excellence in programming, planning, design, and cost estimating with a strong background in institutional facilities, sustainability, and employment of OMWBE certified subconsultants.

At the discretion of the University, firms that are not physically located in the State of Washington will be required to affiliate with a qualified, in-state firm acceptable to the University.

The anticipated budget range for consultant pre-design services for this project is approximately \$260,000.

For project information and required submittal information contact:

Forest Payne, AIA, DBIA, LEED AP
Project Manager & University Planner
Capital Planning and Development
Western Washington University
915 26th Street MS 9122
Bellingham, WA 98225-9122
ph. (360) 650-6813
or visit website at:
<https://cpd.wwu.edu/rfq>

The University is requiring electronic submittals of the items listed below for this solicitation. Hard copy submittals will not be accepted. Submissions must be electronically delivered with this link: <https://app.e-builder.net/public/publicLanding.aspx?QS=2c8a5dec7f2941a9a5883dd3cc18f3cf> no later than 3:00 pm on the date scheduled.

1. The electronic submittal shall include the Request for Qualification solicitation number (PW776), the title of the document, and due date and time in the subject line.
 - a. The Qualification shall be titled, “WWU PW776 Student Development & Success Center – Predesign Services”
2. Please limit file size to 80MB.
3. The University will use the time stamp on the submittal upload to determine timeliness.
4. Proposers are responsible for ensuring timely delivery of submittals.
5. The University is not responsible for Finalists’ technical difficulties in submitting electronically.
6. Late submittals will not be evaluated.
7. Submittal format requirements:
 - a. Formatted in a single searchable PDF.
 - b. Include searchable bookmarks for each section of the Qualification, corresponding to the sections outline in Selection Search Criteria.
 - c. Organized in accordance with the RFQ.
 - d. The submittals shall not exceed forty (40) pages. A “page” is defined as, when printed, a one-sided single sheet of 8.5 x 11 paper, unless the instruction specifically allows a larger sheet of paper.
 - e. The font should be no smaller than 10 point.

If issues arise in accessing the RFQ documents or the submittal portal, please contact:

Western Washington University
Capital Planning & Development
Forest Payne, Project Manager & University Planner
Forest.Payne@wwu.edu
[\(360\) 650-6813](tel:(360)650-6813)

Any addenda issued for this RFQ will be published at the following website address:
<https://cpd.wwu.edu/rfq>

Design teams 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 above.

PROJECT INTENT

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This project is to complete a predesign for the Student Development & Success Center project on the campus of Western Washington University, Bellingham, that meets the Department of OFM's latest predesign guidelines. The project consists of an approximately 40,000 GSF building that will co-locate student advising, admissions and financial aid representatives, counseling, and career development into one collaborative facility.

The projects goals include:

- Offering an integrated approach to delivering student services and increasing ease of access
- Creating both an arrival point and a campus destination where all students feel welcome, safe, and inspired
- Helping students successfully transition into the university and emerge as thoughtful, engaged citizens
- Serving as a welcome center for visitors arriving to campus for tours, prospective student visits, and community interactions
- Achieving high sustainability performance, at a minimum, of net-zero energy and carbon for the facility

The facility should include welcoming and inclusive spaces for the following:

- Student development space that will be used to coach and engage students to support their academic success and development of personal and civic responsibility
- Counseling and support space
- Collaborative study spaces for learning throughout the day and evening
- Classroom and meeting spaces that will serve multiple purposes and could house leadership, entrepreneurial and/or maker spaces
- Interactive spaces for prospective students to explore the college experience at Western
- Other communal spaces like lounge, food service and merchandising

Schedule for the project is to complete the predesign by late May 2022 for review and approval by the Board of Trustees in June 2022, and submission to OFM by July 1, 2022.

SUBMITTAL REQUIREMENTS

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- Letter of interest
- Company profile/brochure illustrating the planning/programming capabilities of the firm necessary to complete a predesign
- A clear response to each selection criteria item
- Completed Standard Form 254 and 255 or Standard Form 330
- Diversity, Equity and Inclusion plan that minimally includes the planned % for OMWBE Participation
- List of up to six projects with similar size and scope that have been successfully completed by your firm, with client references. References should include client names, titles, telephone numbers, and emails. Lists should include:
 - project name
 - project budget
 - project location
 - project start and completion dates
 - website (if applicable)
 - listing of project aspects similar to this project
- Qualifications of persons that will perform duties on this project, anticipated responsibilities if selected, and up to three references per team member. References shall include firm, title, name, telephone number and email.
- Insurance forms indicating the firm's ability to provide insurance in the following amounts:
 - Professional Liability Insurance – annual aggregate of \$1,000,000.
 - General Liability Insurance – combined single limit of \$1,000,000, aggregate limit of \$2,000,000.
 - Auto Insurance – combined single limit of \$1,000,000.
 - Workers Compensation

Note: Not maintaining all or part of the insurance described above does not necessarily disqualify a firm from eligibility. Please include a brief written explanation of the reasons for not maintaining such insurance along with your firm's available insurance forms for review by the selection committee.

SELECTION SEARCH CRITERIA

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The following Selection Criteria will be used to shortlist and select firms:

- Proximity of the consultants to the project site.
- Qualifications and expertise of consultants relating to programming and predesigns for institutional projects of this type and complexity.
- A Diversity, Equity and Inclusion plan that minimally states the % planned for each OMWBE category that ensures minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to participate in this project. The plan should also detail other ways the firm will enhance and encourage Diversity, Equity and Inclusion.
- Experience in using International Living Future Institute Living Building Challenge (LBC) or with successful high efficiency sustainable design on projects of this type and complexity.
- Familiarity with State of Washington Public Works procedures.
- Quality of consultant's service received by previous clients including Western Washington University.
- Key personnel experience relating to planning and programming for predesign projects of this type and complexity.
- Ability to meet schedules and knowledge of schedule impacts related to university settings.
- Cost estimating skills related to predesign level conceptual design and planning projects, including historical accuracy of firm with conceptual cost estimates through design and construction.

SELECTION SCHEDULE

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July 9, 2021	Advertise RFQ for Design Team
July 30, 2021	Design team qualifications due
August 2, - August 6, 2021	Selection committee evaluation, creation of oral interview shortlist
August 10, 2021	Send notification of results to all firms. Send oral interview criteria to shortlisted firms
August 25, - August 27, 2021	Oral Interviews – meeting times to be determined
August 30, 2021	Send notification of results to all firms
August 30, - September 17, 2021	Negotiate contract
September 17, 2021	Complete consultant agreement
September 20, 2021	Anticipate giving notice to proceed
May 20, 2022	Complete Predesign
June 10, 2022	Board of Trustees approval of predesign document
July 1, 2022	WWU submission of predesign document to OFM