
**Western Washington University
Heating Conversion Feasibility Study
Request for Qualifications
SP084
July 13, 2021**



REQUEST FOR QUALIFICATIONS

WESTERN WASHINGTON UNIVERSITY HEATING CONVERSION FEASIBILITY STUDY SP084

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REQUEST FOR QUALIFICATIONS

WESTERN WASHINGTON UNIVERSITY
HEATING CONVERSION FEASIBILITY STUDY
SP084

SUBMITTAL DEADLINE AND INSTRUCTIONS

Response Date: 3:00 PM PST, Bellingham WA local time, August 13, 2021

Qualifications will be received by Western Washington University from firms interested in providing services to complete the Heating Conversion Feasibility Study.

Services are to include: utility planning, preliminary engineering, cost estimating, and analysis that meets the intent of OFM's requirements for predesign.

Firms must have an established record of excellence in utility planning, preliminary engineering, cost estimating, and analysis 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 for this study is approximately \$375,000.

For project information and required submittal information contact:

Julian Rodgers
Senior Mechanical Engineer, Project Manager
Capital Planning and Development
Western Washington University
915 26th Street MS 9122
Bellingham, WA 98225-9122
ph. (360) 650-2230
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. Request for Qualifications must be submitted electronically no later than 3:00 pm on the date scheduled with this link: <https://app.e-builder.net/public/Processes/StartProcess.aspx?ProcessID=e7473dcd0b0e4936a30b8dab907e4daf&PortalTypeID=7>.

1. The electronic submittal shall include the Request for Qualification solicitation number (SP084), the title of the document, and due date and time in the subject line.

- a. The Qualification shall be titled, “WWU SP084 Heating Conversion Feasibility Study (**name of firm**)”
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 document
 - 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
Julian Rodgers, Senior Mechanical Engineer, Project Manager
Julian.Rodgers@wwu.edu
[360-650-2230](tel:360-650-2230)

Any addenda issued for this RFQ will be published at the following website address:

<https://cpd.wwu.edu/rfq>

Respondents 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

WESTERN WASHINGTON UNIVERSITY HEATING CONVERSION FEASIBILITY STUDY SP084

This study's goal is to determine the feasibility of converting the existing steam distribution system on the WWU campus to a water-based system. The intent is to reduce, and ultimately eliminate, the WWU heating system's greenhouse gas emissions and overall environmental impact.

The Feasibility Study will evaluate different options and technologies for converting the existing campus steam system and identify viable alternative solutions to be developed as part of the Study. The Study will evaluate the following:

- Ability of the existing tunnel network to accommodate a new distribution system.
- Identify and evaluate all alternatives to using steam for district heating and the impact associated with the following:
 - WWU's current electric grid capacity
 - Overall environmental impacts
 - Constructability and phasing
 - Construction and Operating Costs (includes cost estimates that could be used for WWU's 2023-25 Capital Request)
 - Ability to integrate with future chilled water distribution
 - Additional challenges and opportunities
- Explore options for potential connection to a local district heating system.
- Additional sustainability measures that are in-line with the goals cited above.

SUBMITTAL REQUIREMENTS

WESTERN WASHINGTON UNIVERSITY HEATING CONVERSION FEASIBILITY STUDY SP084

- Letter of interest
- Company profile/brochure illustrating the planning/programming capabilities of the firm necessary to complete the Study
- 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 five projects that are similar in 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

WESTERN WASHINGTON UNIVERSITY HEATING CONVERSION FEASIBILITY STUDY SP084

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

- Qualifications and expertise of firms relating to utility planning 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.
- Familiarity with State of Washington Public Works procedures.
- Quality of firm's service received by previous clients including Western Washington University.
- Key personnel experience relating to utility planning studies of this type and complexity.
- Ability to meet schedules and knowledge of schedule impacts related to university settings.
- Cost estimating skills related to conceptual design and utility planning projects, including historical accuracy of firm with conceptual cost estimates through design and construction.
- Demonstrated innovative and practical approaches to minimizing heating system greenhouse gas emissions and overall environmental impact.

SELECTION SCHEDULE

WESTERN WASHINGTON UNIVERSITY HEATING CONVERSION FEASIBILITY STUDY SP084

July 13, 2021	Advertise RFQ for Design Team
August 13, 2021	Submittals due
August 16, - August 20, 2021	Selection committee evaluation, creation of oral interview shortlist
August 25, 2021	Send notification of results to all firms. Send oral interview criteria to shortlisted firms
August 30, - September 8, 2021	Oral Interviews – meeting times to be determined
September 9, 2021	Send notification of results to all firms
September 13, - September 17, 2021	Negotiate contract
September 20 - October 8, 2021	Draft/complete contract and Board of Trustees Action Item
October 8, 2021	Board of Trustees approval of contract
October 12, 2021	Anticipate giving notice to proceed
October 12, 2021 - May 31, 2022	Complete Study
July 1, 2022	WWU submission of study to Department of Commerce and Office of Financial Management