

Washington State University

**Request for Qualifications
Consultant Services
Soccer Field Improvements Phase One
WSU, Pullman, WA**

May 8, 2013

Washington State University (WSU), Facilities Services, intends to retain consulting services to prepare design and construction documents for Soccer Field Improvements Phase One on the Pullman, WA campus. The scope of the Soccer Field Improvements Phase One will include, but not be limited to: Review of the existing field and underground utility services; coordinate with other planned projects to ensure optimum use of resources; design new underground storm drainage system for field drainage; design new electrical and communication distribution system to meet the immediate and the future stadium needs; design a new field lighting system to meet the NCAA requirements for best practices for intercollegiate play; coordination of all utility and infrastructure work with the WSU master plan.

To be considered, the qualifications submittals must be received at the following address by the deadline noted:

Jason Baerlocher, Project Manager
Department of Facilities Services
Commons, Room 110
P.O. Box 643611
Washington State University
Pullman, WA 99164-3611

During preparation of the qualifications submittal, all communications with WSU regarding the project shall be made with Jason Baerlocher, Project Manager, at telephone (509) 335-9012 or via e-mail at jason.baerlocher@wsu.edu

A. Qualifications Submittal, Evaluation, Interview and Selection Schedule

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|----|------------------------------------|---------------------------------|
| 1. | Submittal deadline | 4:00 p.m. Friday, May 24, 2013. |
| 2. | Evaluate qualifications submittals | May 24 to May 30, 2013. |
| 3. | Notify finalists | On or before May 31, 2013. |
| 4. | Interview finalists | June 14, 2013. |
| 5. | Final Selection Notification | On or before June 18, 2013. |
| 6. | Notice to Proceed | June 26, 2013. |

B. Background

WSU's intercollegiate athletics department seeks to improve the outdoor soccer venue to support the growth of the campus and the women's soccer program. In order to meet this goal, the underground utility services need to be improved to support future campus growth in the area. These utilities consist of new electrical feeds, fiber optic lines, and upgraded storm drainage systems. This development plan shall coordinate with other planned projects to ensure optimum use of resources. The design team shall plan for the future soccer stadium that will include permanent seating, concessions, restroom facilities, and outdoor club space but not include them in the design. The new playing field surface shall include a drainage system and new turf for optimum playing surface. The design of the new field shall include a lighting system to meet the NCAA requirements for best practices for intercollegiate play.

The selected consultant shall work closely with the Facilities Services Project Manager, and other WSU Offices and personnel as determined to be appropriate.

Interested firms shall have the following qualifications:

- Experience working in large Higher Education environments in the State of Washington.
- Experience in utility infrastructure design for large campuses.
- Experience in athletic field lighting systems for national television broadcasting.
- Experience in Athletic field turf systems including field drainage.
- Adequate, qualified staff to perform the design work within the designated time period.

This solicitation is seeking statements of qualification from qualified consulting firms experienced in the preparation of design and construction documents for electrical and communication infrastructure on a university campus setting. Along with experience designing field turf drainage systems and stadium lighting that meets NCAA national broadcast requirements. In addition, the successful respondent shall have experience with utility infrastructure coordination with other planned developments that will be utilizing the same utilities.

This project will be administered by WSU's Department of Facilities Services, in close association with other appropriate WSU offices and personnel.

C. Scope of Services

The preliminary scope of work is as follows:

- Review of the existing field and underground utility services.
- Design new underground storm drainage system for field drainage.
- Design a new electrical and communication distribution system to meet the immediate and the future stadium broadcast needs.
- Design a new field lighting system to meet the NCAA requirements for best practices for intercollegiate play including national broadcast requirements.
- Coordination of all utility and infrastructure work with the WSU master plan.

The actual extent of professional design services undertaken will be subject to available funding and administrative decisions. Project meetings will occur at WSU, in Pullman WA. The selected respondent may be chosen to perform construction administration for the project.

D. Qualifications Submittal

The following information should be provided in the proposal submittal. Each item or group of information should be provided in a clear and simple format for ease of communication. Note that WSU is most interested in specific information regarding the proposed team members, their specific related experience, and history of working together. Please be sensitive to this interest and do not overwhelm the review team with information that does not relate (or relates very little) to the specific team and project under consideration. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized. Demonstrated ability to meet project commitments within the prescribed time criteria is an important factor for consideration. Demonstrated experience with collaboration and communication in a large university recreation environment is also an important factor for consideration.

Information in the submittal is to be included for projects accomplished by the applicant firm under its current name or previous name(s). Projects done under previous firm name(s) are to be so identified. If a project was a joint venture or in association with another firm or firms, identify it as such, name the firm(s), and note the share of services. Do not include details for projects that members of the applicant firm worked on while employed with another firm, except under special circumstances such as Principal in Charge of a specific project with similar criteria. If submitting as a joint venture, association, or other prime group arrangement, information should be combined; please do not submit separately for each entity of a proposed joint venture.

All qualification information shall be submitted together in 8 ½" x 11" formats in a single three-ring binder that will not be returned to the applicant. Limit submission documents to no more than 25 pages (not including tabbed pages or checklist). Provide six (6) copies of each completed binder. One copy of each of the following

required parts must be indexed, tabbed, and included in the binder in the following order:

1. Checklist

The accompanying Checklist shall be a required part of the submittal information furnished by each applicant. The importance of completing the Checklist and assuring that all required submittal information is included is emphasized.

2. Cover Letter

A cover letter on letterhead stationery shall be a required part of the submittal. The letter shall state the project for which consideration is requested. The letter shall clearly identify the prime applicant name(s) and any joint venture or association arrangements. The letter may also include supplemental information the applicant would like to make known regarding interest in providing the required services.

3. Basic Information:

Name, Address, Phone numbers, email addresses, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm (Architects, Engineers, etc.), MWBE status of applicant firm, Acceptance of Current State of Washington A/E Fee Schedule, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

4. Firm Experience:

List the names, dates, clients, and budgets of at least five similar projects which have been accomplished by applicant firm which provide significant experience and qualifications for this project. In each case, list the level of participation and responsibility of firm members which are proposed to work on WSU's current project. WSU is most interested in the firm's specific experience with programming, planning, and design of similar facilities. Material need not be elaborate or extensive but should

depict, in the manner chosen by the applicant; scope and quality of the applicant's work and the type of services provided for the project. Indicate what it is about each referenced project which provides experience relevant to WSU's project. The information should include photographs and descriptions of recent projects representative of the work of the firm. Projects of similar or comparable scope to the project being considered, should be included. Combine the material if submitting as a joint venture, association, or other prime group arrangement; please do not submit separately for each entity of a proposed joint venture, association, or other prime group arrangement.

5. Proposed Project Personnel:

List the Principals and Key Personnel to be assigned to this project. Describe their availability, assignment, and involvement in each stage of the project. Relevant work experience of person should be described. Again, WSU is most interested in the specific experience of the firm's association with programming, planning, and design of similar facilities. Keep in mind that these are the same people who should be identified as having similar and related experience in the projects listed previously. Please also provide statistics on firm size and staff experience level.

6. Estimating and Budget:

For each related project listed in section 4 Firm Experience above, provide the original and final construction budget as appropriate to this request. Describe in detail the roles of the programming consultant as they relate to meeting the project budget.

7. Commitment to Project:

Continuity of the consultant team is important to the success of this project. Provide information to assure WSU that the proposed team will remain with the project through the duration of this scope of work.

8. References

Provide complete contact information for references from at least three of the projects highlighted in section 4 above.

E. Selection Process

Each member of the selection committee will review and score the submittals received. Overall ranking will be based upon average of scores given by the Committee members.

A short list of firms (minimum of three) will be selected for interviews on the WSU Campus in Pullman, Washington. The successful firm will be selected from the short list, based upon all information provided during the process, including interviews. Specific information about the interview will be provided to the short-listed firms.

F. Form of Agreement

The consultant agreement to be utilized for this work is posted on the Soccer Field Upgrade web site at www.cpd.wsu.edu.

G. Consultant Fees

Actual fees will be negotiated with WSU Facilities Services and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. If the proposer and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with the next highest ranked respondent. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the proposer. The proposer shall not be reimbursed for any costs associated with the fee negotiations.

H. Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will be afforded full opportunity to submit proposals in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award. While neither required nor is a part of applicant responsiveness, the use or solicitation of minority and women's business enterprise firms is expressly encouraged.

I. Project Schedule

The schedule noted herein is tentative and dependent on available funds. Delay or acceleration in funding may require schedule adjustments.

Consultant Notice to Proceed	June 26 th 2013
Schematic Design Submitted	September 13 th 2013
Construction Documents Submitted	November 15 th 2013

J. Project Budget

The total project cost is estimated at \$2.2 Million, this scope of work will determine the actual project budget and construction cost. The fee for this phase of the work will be negotiated.

K. Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

Enclosures: Checklist

End of Request for Qualifications

May 8, 2013

WASHINGTON STATE UNIVERSITY
CONSULTANT SUBMITTAL

CHECKLIST

Listed below are the required parts of a Qualifications Submittal from consulting firms interested in furnishing consulting services for the following proposed project for Washington State University:

Soccer Field Upgrade Phase One, WSU, Pullman, WA

Application information is to be submitted in 8-1/2" x 11" format, each in a single three ring binder with one copy of each part indexed and included in the order indicated.

The applicant is fully responsible for the completeness of the submittal and for mailing or delivery to the designated location by the prescribed deadline(s).

Required Parts (check off)

- _____ Checklist (this form)
- _____ Cover letter
- _____ Basic Information
- _____ Firm Experience
- _____ Proposed Project Personnel
- _____ Estimating and Budget
- _____ Commitment to Project
- _____ References

The undersigned certifies that the above marked items are included herewith in six (6) sets as prescribed and that this represents complete application information in accordance with the submittal requirements in the Request for Qualifications to Programming Consulting Services for the Listed Project(s) for Washington State University.

APPLICANT:

_____	by	_____
(Firm Name(s))		(Signature)
_____		_____
(Street or Post Office Address)		(Typed Name)
_____		_____
(City) (State) (Zip)		(Title)
(_____) _____		_____
Telephone)		(Date)

Furnish one copy of this checklist as the first part of each qualifications submittal binder.