

WASHINGTON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

for

**ARCHITECTURAL AND ENGINEERING CONSULTANT PREDESIGN SERVICES
PLANT GROWTH FACILITY RESEARCH GREENHOUSE
WSU, PULLMAN, WA**

January 3, 2013

Washington State University intends to design and construct a new state-of-the-art research plant growth facility capable of supporting plant growth teaching and research activities needs, especially in the College of Agricultural, Human and Natural Resource Sciences, with precision, efficiency and security. The project will involve greenhouse construction and functional integration of these with associated growth chambers.

The University is seeking predesign consultant services to include programming, including associated investigation and study, prioritizing needs, and adjacency analyses; a construction cost estimate; conceptual/diagrammatic building and site design; and infrastructure and site analysis for the proposed facility. At the University's option, the predesign consultant may be retained to provide design, construction documents, and construction administration services through the remaining project phases.

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

Linda Wall, Project Manager
Department of Facilities Services, Capital Planning and Development
Commons, Room 110
P.O. Box 643611
Washington State University
Pullman, WA 99164-3611

During preparation of the qualifications submittal, all communications with Washington State University regarding the project shall be made with Linda Wall, Project Manager, at telephone (509) 335-9060 or via e-mail at linda_wall@wsu.edu.

A. Qualifications Submittal, Evaluation, Interview and Selection Schedule

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|----|------------------------------------|-------------------------------------|
| 1. | Submittal deadline | 4:00 p.m. Monday, January 22, 2013. |
| 2. | Evaluate qualifications submittals | January 23 to 31, 2013. |
| 3. | Notify finalists | On or before February 1, 2013. |
| 4. | Interview finalists | February 18, 2013. |
| 5. | Final Selection Notification | On or before February 19, 2013. |

B. Background

Plant science research at WSU is one of WSU's major areas of teaching and research excellence. This reputation is threatened, however, because a majority of WSU's plant science support infrastructure, greenhouse, and controlled environments are over 50 years old. Control systems are dated, plumbing and electrical systems are old, the physical and biological security is poor, and the facilities are energy inefficient and expensive to operate. A critical need exists for new research greenhouse facilities capable of supporting the College of Agricultural, Human and Natural Resource Sciences' teaching and research mission. The research conducted therein is critical to Washington's citizens and farmers, contributing to a safe and abundant food, fiber, and energy supply while enhancing the sustainability of agricultural and natural resource systems.

The new Plant Growth Facility Research Greenhouse, tentatively sized at 34,000 g.s.f., will provide state-of-the-art greenhouse spaces partitioned into a number of independently controlled greenhouse environments that will allow excellent plant growth under various environmental conditions (light intensity and quality, temperature, humidity, etc.) and include growth room and growth chamber facility areas that comply with USDA guidelines. Approximately 50 growth chambers, both walk-in and reach-in types, will be needed to control plant growth conditions with precision and flexibility, for special research. The intention is that the new greenhouse facility will work in concert with the existing Wheat Research Greenhouse facility utilizing a single shared central management area. The new greenhouse will be in compliance with the Master Plan as a primary component of the planned Plant Growth Facility Cluster. This new facility will be sited on the east side of campus along or near Wilson Road. Certification or documentation of equivalent certification for a LEED Silver performance rating may be required for this project.

This solicitation is seeking proposals from a qualified architectural and engineering team experienced in greenhouse design to provide predesign services to include: 1) a detailed program to include associated investigation and study, prioritized needs, and adjacency analyses; 2) a construction cost estimate; 3) conceptual building and site design; and 4) analysis of the infrastructural requirements (utility services, siting evaluation, etc.) for the proposed facility. This project will be administered by WSU's Department of Facilities Services, Capital Planning and Development, in close association with WSU's College of Agricultural, Human and Natural Resource Sciences.

C. Scope of Services

The preliminary scope of work is as follows:

- Planning discussion sessions with user groups to identify and prioritize facility needs, associated equipment needs, and adjacency requirements for facility programmatic needs.
- Site and Infrastructure investigation and analysis.
- Conceptual level construction cost estimate.
- Conceptual level diagrammatic site and building design.
- Creation of a preliminary predesign document for review.
- Final planning session to discuss review comments and program conclusions.
- Creation of a summary predesign document.

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.

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 specifically 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 budget and time criteria is an important factor for consideration. Demonstrated experience with collaboration and communication in a complex research university environment is also an important factor for consideration. Due to the complex and unique nature of research greenhouse design, it may be beneficial, but not necessary, to engage a Greenhouse Design Consultant on your design team.

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. 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 up to 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 research

greenhouse 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 research greenhouse 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, provide the original and final construction budget. 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 the 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 Plant Growth Facility Research Greenhouse 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.

Predesign Phase	March 2013 – June 2013
Design Phase	2015 – 2017
Construction Phase	2017 – 2019
Occupancy	Summer, 2019

J. Project Budget

The total project cost is estimated at \$15,000,000 - \$30,000,000. These budget costs are tentative and dependent on funding becoming available at prescribed times and in the amounts requested and/or on administrative decisions with regard to the project.

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

January 3, 2013

WASHINGTON STATE UNIVERSITY
CONSULTANT SUBMITTAL

CHECKLIST

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

Plant Growth Facility Research Greenhouse, 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.