1.1 INTRODUCTION

Department of Enterprise Services (DES) is soliciting Statements of Qualifications (SOQ) from qualified Design-Build teams, which may include joint ventures, to provide progressive Design-Build services for the design and construction of the Student Success Center for Bellevue College, located in Bellevue, Washington. The scope includes design and planning services for construction of an approximately 70,000 GSF Student Success Center to serve students providing a variety of student services functions.

Project delivery will be by a design-build contracting method utilizing a preliminary agreement between DES and the Design-Builder to establish major design elements at a negotiated price for completing the project, and a second agreement to govern completion of design, construction, commissioning, performance guarantees and other aspects of scope and terms sufficient to complete the project. The progressive Design-Build preliminary agreement will be based on DES document *PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER*. The second agreement (Contract) for progressive Design-Build preliminary agreement will be based on DES document *CONTRACT BETWEEN OWNER AND DESIGN-BUILDER-GUARANTEED MAXIMUM PRICE*. This approach eliminates the requirements for design and fixed pricing during the process to select the Design-Builder. The selection process is intended to emphasize qualifications.

Teams submitting a SOQ will be evaluated based on their qualifications that meet the criteria set forth in this Request for Qualifications (RFQ) by a committee with representation from DES, Bellevue College, and from the private sector. A maximum of three (3) teams (the Finalists) will be short-listed. The Finalists will proceed to the second step of the selection process and receive a Request for Proposals (RFP) (included herein). Finalists submitting a proposal will be evaluated based on the criteria set forth in the RFP (also included herein) by a
committee with representation from DES, Bellevue College, and the private sector participant. The Design-Build firm from the highest scoring team will be selected for award of the contract. Submittal requirements are intended to focus primarily on qualifications and avoid the need for design, therefore, no honorarium will be issued to the unsuccessful Finalists.

1.2 DESIGN-BUILD PROCESS

DES is utilizing the Design-Build alternative public works contracting procedure authorized under chapter 39.10 RCW. This project delivery method is appropriate for this project because significant savings in project delivery time would be realized through using the Design-Build approach.

The anticipated Project schedule is as follows:

- Execution of Preliminary Agreement: June 8, 2017
- Commencement of Schematic Design: June 2017
- Completion of Schematic Design: October 10, 2017, or as agreed upon by the parties
- Schematic Design to be presented to the Bellevue College Board of Trustees and Senior Leadership for Approval: October 2017, before proceeding with Design and Construction Contract.

1.3 PROJECT DESCRIPTION

Bellevue College intends to build a Student Success Center on the main campus of Bellevue College (exact building location to be determined as a part of Design-Build services). The Student Success Center will host a variety of student services functions such as Student Central, Welcome Center, Testing services, Financial Aid and Veterans services, Enrollment services, Evaluations and Graduations, Disability Resource Center, Counseling, Center of Career Connections, Academic Advising, High School Programs, TRIO Programs, Multicultural Services and Office of International Education & Global Initiatives. Apart from these essential student services functions, the building will also house a multi-purpose Conference Center, Tutoring Center, Workforce Education Office and other building infrastructure, such as a coffee shop.

The College’s budget for overall design and construction of the project described herein is $27,500,000 exclusive of Washington State Sales Tax.

Other project requirements include:

- Excellent building character, including architectural and landscape elements appropriate for a college campus.
- Identify an ideal site utilizing the Bellevue College Master Plan Report as the guiding document that will enable easy access to the students and public being served by this building.
- Tie into existing on site utilities; water, sewer and power.
- LEED Silver Certification, or higher.
- Major systems compatible with the rest of the campus (where applicable).
- Designed to a fixed budget and achieve the targeted Gross square feet established.
DES intends to work with the Bellevue College and selected Design-Build team to optimize value to the college. Many project characteristics remain purposefully open-ended so that a wide range of ideas can be considered during the first contract period.

DES also intends to work with the selected team to develop fair and effective contractual incentives and performance guarantees.

1.4 MANDATORY PRE-SUBMISSION MEETING

There is a MANDATORY pre-submission meeting scheduled for Thursday, March 23, 2017 at 10:30 AM. A representative of the firm that would be the contracting entity with DES must attend and sign-in. SOQ’s submitted by firms not represented at the pre-submission meeting will not be evaluated. The pre-submission meeting will be conducted at:

Bellevue College Building K, K100
3000 Landerholm Circle SE
Bellevue, WA 98007-8464

1.5 QUALIFICATIONS REQUIRED

Teams desiring to submit their SOQ’s for this project must demonstrate experience and qualifications as a Design-Builder with appropriate experience in Higher Education design and construction, and be able to demonstrate successful projects as a Design-Build team. Firms must also demonstrate their ability to meet the selection criteria elsewhere in this RFQ.

1.6 SOLICITATION PROCESS SCHEDULE

The anticipated schedule for the solicitation process is as indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue Request for Qualifications</td>
<td>March 16, 2017</td>
</tr>
<tr>
<td>2</td>
<td>MANDATORY Pre-Submission Meeting, 10:30 am at Bellevue College</td>
<td>March 23, 2017</td>
</tr>
<tr>
<td>3</td>
<td>Statements of Qualifications Due at 3:00 pm</td>
<td>April 6, 2017</td>
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<tr>
<td>4</td>
<td>Finalists Selected</td>
<td>April 17, 2017</td>
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<tr>
<td>5</td>
<td>Issue Request for Proposals</td>
<td>April 18, 2017</td>
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<tr>
<td>6</td>
<td>Proprietary Meetings with Finalists (one 2-hour mtg. for each team)</td>
<td>April 25, 2017</td>
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<tr>
<td>7</td>
<td>Last Request for Information Due from Finalists</td>
<td>April 27, 2017</td>
</tr>
<tr>
<td>8</td>
<td>Last Addendum Issued</td>
<td>May 2, 2017</td>
</tr>
<tr>
<td>9</td>
<td>Proposals Due at 3:00 pm</td>
<td>May 16, 2017</td>
</tr>
<tr>
<td>10</td>
<td>Interview with the Evaluation Committee</td>
<td>May 23, 2017</td>
</tr>
<tr>
<td>11</td>
<td>Scoring of Proposals</td>
<td>May 24, 2017</td>
</tr>
<tr>
<td>12</td>
<td>Public Announcement of Scores at 10:00 am</td>
<td>May 25, 2017</td>
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<tr>
<td>13</td>
<td>DES Initiates Negotiations with Highest Scoring Proposer</td>
<td>May 26, 2017</td>
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<tr>
<td>14</td>
<td>Preliminary Agreement Contract Award</td>
<td>June 8, 2017</td>
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<tr>
<td>15</td>
<td>Notice to Proceed</td>
<td>To be determined</td>
</tr>
</tbody>
</table>
1.7 SELECTION PROCESS

The selection process of the Design-Build team for this project will be as follows:

A. Request for Qualifications (RFQ):
DES, through an Evaluation Committee, will evaluate SOQ’s submitted in response to this RFQ. The evaluation will be based on weighted criteria identified later in this document. The SOQ needs to be submitted in two separate envelopes. One envelope will contain the firm’s completed Project Financial Questionnaire and related documents. The other envelope will contain the response to the other RFQ requirements. Based on the SOQ evaluations, DES will identify a maximum of three (3) Finalists to proceed to the next step in the selection process. Points from the SOQ evaluation will be considered only for the purposes of determining which firms will be named as Finalists, and will not carry forward beyond the RFQ stage. The SOQ’s are limited to twenty (20) 8”x11” pages of content (including attachments). The twenty pages may be printed front to back, with a font size of no less than 10 point. The Financial Questionnaire and related documents submitted in response to Section 1.8 A. 3 (Financial Capacity criterion) are not included in the twenty page limit.

B. Request for Proposals (RFP):
Each Finalist will be invited to respond to the RFP. The submitted proposals will be evaluated based on weighted criteria identified later in this document. Proposals shall be submitted in a single package. The package shall contain the responses to all the RFP requirements, including the completed form associated with the Price Factor criterion. The proposals are limited to twenty (20) 8”x11” pages of content (including attachments). The twenty pages may be printed front to back, with a font size of no less than 10 point.

After issuance of the RFP, each Finalist will have an individual proprietary meeting with the Evaluation Committee.

After submittal of the proposals, each Finalist will attend a one-hour interview conducted by DES’s Evaluation Committee. The purpose of the interview is to allow each Finalist to highlight and explain the content of their proposals, express their ideas and qualifications in person, and engage in a question-and-answer period with the Evaluation Committee. Since the selection process emphasizes qualifications and does not require project-specific design or pricing; design solutions, 3-D models, renderings or other design-intensive efforts are inappropriate and are discouraged.

After the interviews, the Evaluation Committee will score the proposals according to the criteria set forth in the RFP and notify all of the Finalists of the selection decision. A selection summary of final proposals will be provided within two business days of the notification, per RCW 39.10.330.6.

The Finalist with the highest-scoring proposal will be selected to enter into contract negotiations with DES. SOQ scores will not carry forward beyond the RFQ stage. If DES and the highest scoring Finalist cannot agree on terms, DES may enter into negotiations with the next highest scoring Finalist.
C. General Information

1. **Content of Request for Proposals (RFP):** The RFP will include additional project information including, but not limited to, the Bellevue College Master Plan Report providing guidance for future building locations, architecture, landscape, campus character and utility, and a Preliminary Building Program.

2. **Basis of Design-Build Award:** The preliminary agreement between owner and Design-Builder, and the potential follow-on agreement to complete the project, shall be awarded based on the procedure outlined in RCW 39.10.330(5)(a) and the criteria identified in this document.

3. **Honorarium and Rights:** Instead of requiring significant design and estimating, the selection process relies on qualifications supplemented with descriptions of the approach to engineering and architectural design, interview time and a price factor. Since the level of effort required of the proposers to respond to the selection criteria is moderate, no honorarium will be paid to the Finalists. Unsuccessful proposals will become the property of Bellevue College.

4. **Rejection of Proposals:** DES reserves the right to reject any or all proposals, at any time, for any reason. In the event DES does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).

5. **Appropriate Contact During Solicitation Process:** Proposers are cautioned that only the contact person listed at the end of this RFQ should be contacted regarding this project. Any contact by Proposers with any other individual(s), including, but not limited to individuals from any of the organizations represented on the Evaluation Committee, may result in the Proposer’s elimination from this selection process.

6. **Evaluation Committee:** The Evaluation Committee for both the RFQ and RFP phases of the selection process will consist of two representatives from DES, two from Bellevue College, and one from the private sector.

7. **References:** DES reserves the right to conduct reference checks for all firms (including, without limitation, firms on proposed teams) at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm’s past performance, or its ability to successfully perform the work to be executed based on this RFQ and subsequent RFP, DES may, at its sole discretion, determine that the firm is not qualified to perform the contract and deem the Proposer not eligible for further consideration. DES also reserves the right to check references from projects and/or organizations not identified by the firm.
1.8 EVALUATION CRITERIA

A. RFQ Evaluation Criteria – 100 points: The SOQ submitted by teams, must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s SOQ must include a Table of Contents (included in 20 page count) and be organized by discrete sections corresponding to the criteria and in the same order shown below. Submittals will not be returned. Each team must identify a single point of contact for the purposes of this Solicitation.

<table>
<thead>
<tr>
<th>RFQ CRITERIA</th>
<th>EVALUATION</th>
<th>WEIGHTING (max. points)</th>
</tr>
</thead>
</table>
| 1. **Technical Qualifications:** Describe your key team members’ individual specialized experience and technical competence in Higher Education design and other relevant experience. Include experience on projects that are similar in type, size, and scale to the scope of this project, as well as experience with design and construction work in similar campus conditions. Specifically address design and construction experience in these areas:  
  • Student Affairs Programs and Activities.  
  • Testing Facilities.  
  • Academic Success Centers (Tutoring Centers).  
  • Conference Centers and Banquet facilities.  
  • Building Architecture for Higher Education.  
  • Sustainability in Building and LEED Accredited Buildings.  
  • Strategies for Accelerating Design, Permitting, and Construction Durations.  
  • Working in an Occupied Campus Environment.  

Describe the team’s experience developing workplace design strategies and facilitating change management. This project will further the natural evolution of culture and expectations regarding the work environment at Bellevue College. Traditionally, staff have had private and/or semi-private offices. This project will move more towards open office standards as appropriate based on need or function. Provide examples of experience assisting other organizations move to a flexible open office environment.

Indicate which individuals identified in the SOQ will lead and/or significantly contribute to developing the strategies and facilitating change management. Please have each person describe his/her role as it relates to the team, and how they will contribute to the success of this project.

Provide a list of firms and office locations where architectural, constructability, value engineering, and estimating work will be performed. Estimate the portion of the design and planning scope that will be assigned to these firms and offices. | 20 |
Note that only construction and architectural team members should be listed. DES and Bellevue College intend to consult with the selected team to supplement their capabilities with engineering firms, subcontractors, and other expertise, as needed to perform the work of the project.

<table>
<thead>
<tr>
<th>2. Capability to Perform the Work</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Concept of Team</strong></td>
<td>The team’s capabilities to perform both the design and construction elements of the project. Describe the organizational structure of the entity proposing. Identify how the design and construction resources of your team will be integrated into a cohesive Design-Build organization, including a description of the management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ, to ensure an effective project. At a minimum, the following individual key team members shall be identified: corporate executive dedicated to the project, lead design architect, architectural project manager, the design manager, construction project manager, superintendent, and safety officer. List the title of the position, the name and qualifications of the key individuals to be assigned to the project, and the responsibilities of each key team member.</td>
</tr>
<tr>
<td><strong>Organization Chart</strong></td>
<td>Provide an organization chart showing the staffing proposal for the key individuals (as specified above) to be assigned to the project. Include a copy of the resume of each key individual.</td>
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<tr>
<th>3. Financial Capacity</th>
<th>Pass/Fail</th>
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<tbody>
<tr>
<td><strong>Concept</strong></td>
<td>DES, in its sole discretion, will determine whether the firm identified to be the contracting entity has the financial capacity to deliver the project. DES may reject those SOQ’s which it judges to fail that criterion. Submit one (1) unbound copy of the completed DES Project Financial Questionnaire and additional Financial Statements (if required), in a sealed envelope marked “Confidential Financial Material in Response to RFQ criterion 3”. If the contracting entity is a joint venture, a Financial Questionnaire and related materials is required for each member firm of the joint venture. This financial information will not be copied or distributed except as needed in the financial review process, and will not be provided for other firms to review. The information will be forwarded to DES’s Financial Contracting Officer, reviewed, and then returned to the selected firm within two weeks after completion of the evaluation process. If the information is found to be deficient, the firm will be given 48 hours to bring its information into conformity with these requirements. DES reserves the right to reject any Statement of Qualifications, which in its sole discretion, deemed as non-responsive to this section. A copy of the Project Financial Questionnaire will be available at the mandatory pre-submission meeting.</td>
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<tr>
<th>4. Relevant Past Performance</th>
<th>20</th>
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<tr>
<td><strong>Concept</strong></td>
<td>Describe your team’s similar project experience. Focus on construction and architectural team members to convey your team’s qualifications. Provide information about firms, then by individual(s) (as shown in item 6, below). Generally describe your team’s experience in completing Design-Build projects, including an explanation of the projects and roles in which various members</td>
</tr>
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</table>
have worked together. Also, provide a list of three (3) Design-Build completed projects and describe their similarities to the proposed project. For each project provide:

- a) A description of the project,
- b) issues addressed during design,
- c) the duration of construction,
- d) the final cost, and
- e) an owner’s reference with telephone number and email address, who is familiar with your proposed team’s performance in completing the project.
- f) Identify which individuals named in the proposed project team participated as members of the project team for the listed projects and the roles they held. If a team member has listed experience is with a firm other than that proposed, so state.

If the firm proposing to act as the Design-Builder for your team has not completed three design-build projects, list three projects which were successfully completed and which provide the Proposer with the necessary experience and skills to successfully complete this project.

### 5. Design Excellence on a Limited Budget and Schedule

Provide examples of how your team has achieved a high level of design quality on projects with challenging budgets and/or schedules. The Bellevue College has interest in strategies for an accelerated schedule. Examples of reducing cost or duration and maximizing value while still achieving recognized design quality, (including, but not limited to, awards or publication) should be provided. Examples may encompass building systems or assemblies, or entire building projects. Demonstration of design excellence on similar projects will be highly valued. Projects described in this criterion may be in addition to those listed in item 4.

### 6. Safety

Describe the safety and accident prevention record of the Design-Builder member of your team. If the Design-Builder member is a joint venture, submit the requirements of this section for each member firm of the joint venture. Submit the firm’s Accident Prevention Program along with any other relevant information that documents the firm’s safety record.

### 7. Diverse Business Inclusion Plan

Describe your team’s approach to utilizing Minority, Women, Veterans, and Small Businesses as part of your business practices.

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<th>Maximum RFQ Points</th>
<th>100 points</th>
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B. RFP Evaluation Criteria – 200 points: The proposals submitted by the Finalists after evaluation of the SOQ must include information documenting how the team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s proposal must include a Table of Contents (included in 20 page count) and be organized by discrete sections corresponding to the criteria, and in the same order as defined below. Submittals will not be returned.

<table>
<thead>
<tr>
<th>RFP CRITERIA</th>
<th>EVALUATION</th>
<th>WEIGHTING (max. points)</th>
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<tbody>
<tr>
<td>1. Essential characteristics of, and general approach to managing, this Design-Build project: Describe the team's understanding of, and insights into, this project delivery method. Describe method-specific risks and opportunities and how best to manage them. Describe what method-specific team characteristics and behaviors are essential and why. Describe how your team is built in regard to major tasks, roles and responsibilities, and how the structure helps minimize gaps and assures clarity. Describe approach to collaboration among team members and with DES staff.</td>
<td>20</td>
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<tr>
<td>2. Approach to Building Architecture and Site Planning: Describe how your team proposes to approach the design-development task in regard to the building and site architectural and aesthetic elements. Outline the team approach to convenient student access, accessible routes of travel and ADA issues, while recognizing the importance of not contributing to potential campus traffic congestion. Explain how the architectural and design approaches are compatible with the requirement for meeting regulatory requirements. DES recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually employed, but that they provide evidence of an approach to design and ideas to be considered during development of the design. <strong>IN ORDER TO LIMIT THE EXPENSE AND LEVEL OF EFFORT OF THE PROPOSERS, DESIGN SOLUTIONS, 3-D MODELS, RENDERINGS OR OTHER DESIGN-INTENSIVE EFFORTS ARE CONSIDERED INAPPROPRIATE AND ARE DISCOURAGED.</strong> Expertise/Ability of Professional Personnel: Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of the building and site design. You may reference your SOQ and/or provide a summary of their qualifications, including relevant experience.</td>
<td>35</td>
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<tr>
<td>3. Engineering Approach: Describe how your team proposes to develop the design in regard to building functionality and quality. Explain how your approach identifies and optimizes the Success Center program functionality. Identify electrical, mechanical, and data requirements for the new structure. DES recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually employed, but that they provide evidence of an approach to design and ideas to be considered during development of the design. <strong>IN ORDER TO LIMIT THE EXPENSE AND LEVEL OF EFFORT OF THE PROPOSERS, PROJECT-SPECIFIC ENGINEERING DRAWINGS, QUANTITATIVE ANALYSIS AND/OR MODEL OUTPUT ARE CONSIDERED INAPPROPRIATE AND ARE DISCOURAGED.</strong></td>
<td>35</td>
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**Expertise/Ability of Key Personnel:** Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of the engineering design. You may reference your SOQ and/or provide a new summary of their qualifications including relevant experience working with new design products methods.

4. **Management and Approach to Design Development:** Describe how the Design-Builder proposes to manage development of the design up to a point when Bellevue College and the Design-Builder agree that the scope is defined well enough to allow execution of the second agreement. Describe how the Design-Builder will facilitate Bellevue College input into completing the basis of design; what tools and methods will be used to drive and track the iterative process, how estimating will be done and how major variables will be evaluated, including the architectural elements. How will the Design-Builder assure effective communication among team members and with the owners and DES? How will work between offices be coordinated? What is the process envisioned for interdisciplinary checking of designs? What role will subcontractors play during this effort, if any? Consider that long-lead equipment may have to be identified and ordered early to meet the schedule. Which individuals will be responsible for the major aspects of this work? DES acknowledges that the major scope elements all draw from the same fixed budget and that it will be necessary to carefully manage the design and estimating processes to optimize the outcome for all major elements. Provide a description of how your team will do this.

Describe the team’s experience developing workplace design strategies and facilitating change management. This project will further the natural evolution of culture and expectations regarding the work environment at Bellevue College. Traditionally, staff has had private and/or semi-private offices. This project will move more towards open office standards as appropriate, based on need or function. Provide examples of experience assisting other organizations move to flexible open office environment.

**Past Performance on Similar Projects:** Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information, including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.

5. **Management and Approach to Completing Design and Construction:** Describe how the Design-Builder proposes to manage final design and construction after DES and the Design-Builder agree that the scope is defined well enough to allow execution of the second agreement. Discuss permitting, staging, cost control, schedule control, quality control, document control, and sharing of cost information. Explain the Design-Builder’s strategy for aligning permit milestones with the required construction activities for an accelerated delivery schedule and describe previous
design, permitting, and construction experience in the City of Bellevue. Describe what the Design-Builder intends to self-perform, and the use and management of sub-contractors, including their opportunity to contribute to the design, if any. Describe how design changes during construction will be managed, how red-lined drawings will be maintained, and which entity (firm) is envisioned to create the final record drawings.

**Past Performance on Similar Projects:** Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.

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<thead>
<tr>
<th>6.</th>
<th>Management and Approach to Commissioning and Training:</th>
<th>20</th>
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<tbody>
<tr>
<td><strong>Past Performance on Similar Projects:</strong></td>
<td>Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</td>
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<th>7.</th>
<th>Ability to Meet Time and Budget Requirements:</th>
<th>10</th>
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</thead>
<tbody>
<tr>
<td><strong>Past Performance on Similar Projects:</strong></td>
<td>Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</td>
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<th>8.</th>
<th>Acceptance of Contract, Bonding and Insurance:</th>
<th>No Points</th>
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<tbody>
<tr>
<td><strong>Past Performance on Similar Projects:</strong></td>
<td>Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</td>
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</thead>
</table>
| **Request for Qualifications for Design-Build Services**  
Bellevue College Student Success Center  
DES Project No. 2017-240 |   |   |
| (b) Ability to provide performance and payment bonds for the project for at least the amount of the target budget ($27,500,000) plus applicable Washington State Sales Tax. The Proposer must submit a letter from its bonding company (surety), or its bonding agent, indicating that the Proposer has the requisite bonding capacity in order to provide the required bonds.  
(c) Insurability: Statement from the Proposer’s insurance carrier indicating that the insurance requirements of the contract can be met by the Proposer.  
Failure to respond to item (a) and/or provide the letters required by items (b) and (c), may result in elimination of the Proposal from further consideration in the selection process. |   |   |
| **9. Workload Factor:** Based on the impact of recent, current, and projected workloads of the team, describe the team’s ability to perform the work of this project. Briefly describe the responsibilities of each team member, including design sub-consultants and/or subcontractors, and the extent of involvement of the individuals assigned during each phase of the Project for design development, design completion and permitting, and construction phase expressed as a percentage (100% = full time). At a minimum, the corporate executive dedicated to the project, lead design architect, architectural project manager, the design manager, construction project manager, superintendent, and safety officer, shall be identified. The qualifications of these individuals will be evidenced by the resumes and other information in your SOQ. | 9 |   |
| **10. Location:** Location of the firm’s offices and plan to address any impact of location on the firm’s ability to perform the work of this Project. | 10 |   |
| **11. Price Factor:** Provide the home office overhead and profit of the firm, or joint venture, that would be the contracting entity as a percentage of all direct costs to be invoiced during the second contract period, i.e. during the term of the lump sum contract. A Price Factor Proposal form will be issued with the RFP.  
The evaluation of this criterion will be based on the differences between the percentage proposed and the lowest conforming percentage received by DES. Scores will be based on how far above the lowest value any proposed value is. The difference will be expressed as a percentage according to the following formula, and the result will be evaluated using the table below.  
\[
\text{Percent above low value} = \left(\frac{\text{Proposed Value} - \text{Lowest Value}}{\text{Lowest Value}}\right) \times 100
\]  
Example: Let 4% = the lowest value, and let 5% = the proposed value. Then the percent above lowest value is:  
\[
\left(\frac{5-4}{4}\right) \times 100 = 25\% \; ; \text{[then, according to the table below, 2 points would be assigned]}
\] | 11 |   |
Points will be awarded for this criterion as follows:

- Low conforming value: 5 points
- Values within 10% of low conforming value: 4 points
- Values within 20% of low conforming value: 3 points
- Values within 40% of low conforming value: 2 points
- Values within 60% of low conforming value: 1 point
- Others: 0 points

<table>
<thead>
<tr>
<th>12. Diverse Business Inclusion Plan Submittal:</th>
<th>20</th>
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<tbody>
<tr>
<td>Provide a statement describing your firm’s commitment to developing opportunities to grow small and diverse businesses participation via your firm’s inclusion plan. As part of the selection process, the Design-Build Contractor is required to submit a Comprehensive Inclusion Plan for a Washington State certified Minority Owned Business, Women Owned Businesses, Washington State registered Small Business (WEBS) and Washington State certified Veteran-Owned Business recruitment that will aid in an equitable spread of subcontracting opportunities to these diverse subcontracting firms. In detail, describe how your diverse business inclusion plan will equally spread subcontracting opportunities to those subcontracting firms identified above. (See attached sample plan elements: Attachment A). Points for inclusion participation will be awarded commensurate with your commitment goal. For example, a commitment of an overall goal of 26% participation will yield the maximum number of points available for the scoring criteria, 20 points. Every percentage of anticipated participation will yield .769 points in of the scoring, for a maximum of twenty (20) points.</td>
<td></td>
</tr>
</tbody>
</table>

**Example:**
If a bidder anticipates thirteen (13%) overall goals, 10.0 points would be earned.

\[ 13 \times 0.769 = 10.0 \text{ points}. \]

**Maximum RFP Points**: 200

### 1.9 CONTRACTING PROCESS

The progressive Design-Build preliminary agreement will be based on the DES document **PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER**. The second agreement (Contract) for progressive Design-Build preliminary agreement will be based on the DES document **CONTRACT BETWEEN OWNER AND DESIGN-BUILDER-GUARANTEED MAXIMUM PRICE**. The progressive Design-Build contracting process will be administered in accordance with the terms and conditions contained in the DES document **GENERAL CONDITIONS OF CONTRACT BETWEEN OWNER AND DESIGN-BUILDER**. If, at any time during the term of the preliminary agreement...
agreement, DES and the Design-Builder are unable to agree on a price to complete the project, DES, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on agreement with the Design-Builder. Project delivery will be by a Design-Build contracting method utilizing a preliminary agreement between DES and the Design-Builder to establish major design elements and negotiate a price for completing the project, and a second agreement to govern completion of design, construction, commissioning, performance guarantees and other aspects of scope and terms sufficient to complete the project. This approach eliminates the requirements for design and fixed pricing during the process to select the Design-Builder. The selection process is intended to emphasize qualifications.

1.10 FORM OF SUBMITTAL AND DEADLINE

One original in an easily removable binder (no spiral or comb bindings), six (6) hard copies in easily removable binders (no spiral or comb bindings) and one electronic copy (PDF) of the SOQ on a flash drive containing the above-listed RFQ information, must be received at DES, no later than 3:00 p.m. on Thursday, April 6, 2017. 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. Contractors are responsible for ensuring receipt of the SOQ at DES by the deadline stated above, and should take into account internal delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. Delivery directly to DES is encouraged. Submittals received after the deadline will not be considered.

Department of Enterprise Services
Engineering and Architectural Services
Attention: Angeline Ernst (angeline.ernst@des.wa.gov)
1500 Jefferson Street
P.O. Box 41476
Olympia, WA 98504

Any addenda issued for this RFQ and RFP will be published at the following website address: http://des.wa.gov click on the “For Consultants & Contractors” link, then select the “Construction Business Opportunities” link. Contractors are responsible for checking the website for any addenda prior to submission of qualifications and proposals. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

1.11 DIVERSE BUSINESS INCLUSION

To be considered responsive, the Proposer must submit the Diverse Business Inclusion Plan Supplement, as part of their proposal that will be incorporated into their contract, if awarded. The responses should reflect good faith efforts for diverse business inclusion. Zero is not a goal! The DES minimum voluntary diverse business combined goal is 26%. The Diverse Business definition – includes Washington small business, micro-business, and mini-business as defined in RCW 39.26.010, Minority and Women Business Enterprises (M/WBEs) as defined in RCW 39.39.19 and WAC 326-20, and Veteran-owned businesses as defined in RCW 43.60A.010. If the proposed subcontractors are self-identified diverse businesses, the Design-Build Contractor will encourage and support state efforts for their certification with the appropriate Washington state agencies.
Contractor commits to a good faith effort to achieve the proposed subcontract amounts with diverse business subcontractors by working with the DES to develop a comprehensive “Outreach Strategy” that will include hosting a series of supplier outreach events for businesses registered with the state of Washington in the Washington State Electronic Business Solution, WEBS; including those registered as state certified minority businesses, women businesses, veteran businesses, and businesses self-certified as Washington Small Businesses in WEBS. The state will assist in coordinating event invitations to these businesses.

In addition, the successful Bidder is required to register and create an account in the DES Diversity Compliance Program (B2Gnow) at https://des.diversitycompliance.com. (If assistance is needed, you may contact: Emily Hurst (DES) emily.hurst@des.wa.gov, (360) 890-0864 or Angeline Ernst (DES) angeline.ernst@des.wa.gov, (360) 407-7965.

The Proposer must include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the Proposer in fulfilling its obligations for the project. The Proposer must provide the following information regarding their plans for including diverse team members. See “Prime Contractor Diverse Business Inclusion Plan Supplement (B)” (document attachment).

Identify any subcontractors who are certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) or the Washington State Department of Veterans Affairs (DVA).

In accordance with Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by OMWBE certified firms.

In accordance with Chapter 43.60A.200, the state of Washington encourages participation in all of its contracts from firms certified by DVA certified firms.

In accordance with Chapter 39.26.005, the state of Washington encourages participation in all of its contracts from Washington small businesses.

**With respect to agency spend the agency aspirational goals are:**

- 10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- 6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- 5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

These goals are voluntary. No preference will be included in the evaluation of bids, and no minimum level of MWBE or Veteran Owned or Washington Small Business participation will be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis (unless a zero (0) goal amount is submitted).
Subcontracting
Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.

For information on certified firms, prime Proposers may contact:

- OMWBE at [http://www.omwbe.wa.gov/](http://www.omwbe.wa.gov/) or (360) 664-9750
- DES Public Works Diverse Business Manager, Charles Wilson [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov) or (360) 407-8455 for a list of self-certified Washington Small Businesses that downloaded this solicitation and selected to allow their contact information to be shared.

The Owner/Department of Enterprise Services will review the submitted inclusion plan for good faith effort and the maximum opportunity to contribute toward the Owner/Department of Enterprise Services’ aspirational goal. DES is committed to providing the maximum practicable opportunity for participation by state-certified minority business enterprises (MBEs) and women business enterprises (WBEs) in its contracts through direct contracts with DES, and sub-consulting or supplier participation. DES strongly encourages MBEs and WBEs certified by the State OMWBE to respond to this RFQ. Participation goals of 10% for MBEs and 6% for WBEs have been established for this project. It is expected that the Design-Builder will assist DES in meeting the requirement to maximize opportunity for state-certified firms to participate on this project.

1.12 APPRENTICESHIP UTILIZATION REQUIREMENTS

Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

1.13 PROTEST PROCEDURE

In order to be considered, protests of the selection decisions made pursuant to Section_1.7 (1) and (2) must be received by the Owner no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

Department of Enterprise Services
Engineering and Architectural Services
Attention: Bob Colasurdo
1500 Jefferson Street
P.O. Box 41476
Olympia, WA 98504
Protests shall include the name, email address, and phone number of the protestor’s authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Contracts Manager shall review the protest, consider all available facts, and issue via email a final protest decision. The Owner may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

1.14 ATTACHMENTS

Please note the following additional information that is part of this RFQ:

Attachment 1 - Project Financial Questionnaire
Attachment 2 - Safety and Health Qualification Statement
Attachment 3 – Diverse Inclusion Plan Attachment A
Attachment 4 – Campus Map

Additional project information including a report concerning goals and guidance for architecture, landscape and campus character, and possibly other information will be included in the RFP.

COMMUNICATIONS: All communications regarding this RFQ should be addressed to Bob Colasurdo, Project Manager, DES – Engineering and Architectural Services, 206 510-8147, robert.colasurdo@des.wa.gov.