



University of Washington

Request for Qualifications

ON CALL PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SERVICES

Submittal Date: No later than 3:00 p.m. on April 16, 2013

The University of Washington is soliciting Statements of Qualifications (SOQ) from Project Management/Construction Management firms to provide on-call professional services for project management and construction management services for capital projects at the University of Washington.

Master Agreements: The University intends to select one or more firms under an on-call Master Agreement that will have no specific scope of work or contract amount. As needs for project management and/or construction management services arise, the parties will negotiate the scope of work and fee and formalize it in a standard services authorization. Authorizations under each Master Agreement must be executed prior to the expiration of the Master Agreement. The initial term of the Master Agreement will be three (3) years with an option for the University to extend the Agreement by amendment for up to an additional three (3) years (for a maximum of six (6) years). Hourly rates established for the Master Agreement will remain in effect for the first year of the initial three-year term of the Master Agreement. Upon request of the consultant the hourly rates will be subject to renegotiation for each succeeding year, including during any extension period, and new rates, if approved, shall be authorized by an amendment to the Master Agreement.

Scope of Services: The selected firm(s) may be given assignments as Project Manager and/or Construction Manager for several small (\$45,000 to \$5,000,000) projects, one or more large (over \$5,000,000) projects or a combination of both. Projects will be assigned to the firm based upon the workload of the University and the firm together with the suitability, skill and experience of the personnel proposed by the firm for the assignment. One or more of the firms holding Master Agreements may be requested to propose teams for a particular assignment. The University will, at its own discretion, select the personnel for the particular assignment from among those proposed.

The selected firm will work under the direction of the Capital Projects Office and will work closely with the University of Washington programming committee as well as Campus Engineering; Environmental Health and Safety; Office of Planning and Budgeting, which includes Architect of the Campus Environment and Capital Resource Planning; and other appropriate campus entities.

The services under the Master Agreement may include, but are not limited to the following:

- 1) **Project Management:** The Project Manager will act as the University's representative during the concept, design, procurement, construction and acceptance phases of the projects assigned. Typical duties during these phases of a project include, but are not limited to:
 - identifying and analyzing the project scope and possible alternatives;
 - developing a team of stakeholders, designers and decision makers;

- developing and adhering to the project budget and schedule;
- development of documentation for review and approval by others;
- managing the architect/engineer (A/E) design and construction document phase activities;
- reviewing construction documents for completeness, accuracy and quality assurance;
- coordinating the pre-bid activities including identifying potential bidders, coordinating bid evaluations and preparing recommendations for contract award;
- coordinating purchase of owner-furnished material;
- reviewing change order proposals for conformance with scope and budget;
- monitoring the A/E's response to the RFI submittals and other project related data to ensure that timely and accurate responses are being provided to the Construction Management team;
- ensuring that all contract completion documents are received; and
- coordinating the efforts required to commission, accept and occupy the facilities constructed.

2) Construction Management: The Construction Manager will act as the University's representative during the pre-construction, construction and acceptance phases of the projects assigned. Typical duties during these phases of a project include but are not limited to:

- reviewing construction documents for constructability;
- reviewing the construction schedule and phasing;
- reviewing contracts for construction support and subcontract packages for coverage and completeness;

- establishing and managing the construction field office, supervising the field staff, monitoring the day to day operations and safety of the general contractor and subcontractors;
- preparing daily project progress reports and photographic history of the work;
- maintaining the University's project statistics and change order tracking system;
- preparing monthly reports for senior management on construction progress, managing schedule and budget during construction;
- conducting construction progress and pre-installation meetings;
- coordinating site visits for University officials and guests;
- negotiating change orders and issuing field orders and change orders within delegated authority;
- scheduling and managing quality assurance inspections, testing and other investigations;
- reviewing monthly progress billings and change order burn rate;
- receiving, evaluating and responding to contractor correspondence;
- coordinating building commissioning and occupancy, training and project acceptance;
- conducting and coordinating community outreach for building occupants and neighbors, including the public;
- authorizing and reviewing work performed by University Facilities staff;
- ensuring that contract completion documents (warranties, guarantees, etc.) are submitted in accordance with the contract terms

Pre-Submission Meeting: Those interested in responding to this Request for Qualifications (RFQ) are encouraged to attend a Pre-Submission Meeting at 1:30pm

p.m. on April 3, 2013.. The meeting will be held at the William H. Foege Building in Room N130.

Submittal Requirements and Evaluation Criteria: The SOQ must include and will be evaluated based on the criteria which follow. The SOQ is limited to fifty (50), 8"x11" pages (including attachments) which may be printed front to back, with a font of no less than 10 point. Each firm's SOQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below:

- 1) **Cover Letter:** A cover letter expressing interest, addressing, at a minimum, the following:
 - A. A high level summary of your firm's relevant qualifications.
 - B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University's website.
 - C. Outline the size of your firm and discuss your firm's capability to manage one or more projects of the indicated size, on an on-call basis.
 - D. Discuss your firm's historical workload.
 - E. Discuss your firm's financial and organizational stability.
 - F. Identify the office that will manage and administer the projects.
 - G. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, and e-mail address.

- 2) **Relevant Experience of the Firm:** Demonstrated expertise and experience in project management and construction management of Public Works Projects as well as similar size projects with durations of one (1) to two (2) years that were completed

over the last ten (10) years. Information provided should include, but not be limited to, management of soft costs and direct construction costs. Firm's staff will have experience with negotiating design contracts, change orders, and developing schedules. Possible assignments for the successful firm(s) may range from managing medical projects to athletic facility projects to campus buildings and transportation projects. Demonstrated knowledge and experience with the approval and permit processes of the University of Washington and City of Seattle, or other institutions and jurisdictions.

- 3) Ability to Manage Schedule and Budget: Experience and history of successful management (project management and construction management) of related projects showing ability to manage schedule and budget throughout the project phases. Compare original and final budget and schedules for five projects. Include examples of establishing budgets and then managing successfully to that budget. Show steps/examples that were taken to keep the projects within budget and on schedule.
- 4) Project Management Approach: Project management and construction management philosophy and approach; including building consensus, teambuilding, managing scope, and establishing and managing quality control standards.
- 5) Safety: Demonstrated experience managing project safety from the Owner's perspective.
- 6) Sustainability Experience: Demonstrated expertise and experience in managing projects with sustainable design objectives and goals.
- 7) Staff Experience: Resumes of the proposed principal in charge and any other key members of the firm, including key project managers and construction managers who may be assigned work under a Master Agreement with the University. Discuss your strategy for staffing the various projects over a two (2) to three (3) year period.
- 8) References: Provide at least three project owner references for work completed by your firm. References should be selected from projects prominent in your SOQ.

Cited references should include project name, reference name, title, project role, email address and current contact telephone number. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process.

- 9) **Acceptance of Agreement:** The University intends to utilize its Master Agreement for Project Management/Construction Management Services, (available for review at the following website: <http://f2.washington.edu/cpo/sites/default/files/file/master-agreement-for-project-management-construction-management-services.pdf>). Each firm must affirm in this section of the SOQ that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement, the firm must specifically propose in this section of the SOQ alternative language for review and consideration by the University. The University makes no commitment that it will modify any of the terms of these standard agreements based on the firm's suggestions. Firms should not comment on the terms of Attachment A to the Agreement that includes compensation provisions. Failure to respond to this item may result in the University eliminating the firm's SOQ from consideration.

Weighting of Evaluation Criteria: The SOQ will be evaluated based on the following points for each evaluation criterion:

	SOQ Evaluation Criteria	Weighting (Maximum Points)
1	Cover Letter	No points
2	Experience managing projects	30
3	Experience Managing Schedule and Budget	13
4	Management Approach	10
5	Managing Project Safety	12
6	Sustainability Experience	5

7	Staff Experience	30
8	References	No points
9	Acceptance of the University's Standard Contract(s)	No points
	Total Points:	100

Submittal Deadline: One (1) unbound original, six (6) bound hard copies and one (1) CD/DVD in PDF format of the Statement of Qualifications containing the above-listed information must be received at the University Facilities Building no later than the submittal date and time stated on the first page of this RFQ, or as modified by any subsequent addenda. 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. Consultants are responsible for ensuring receipt of the SOQ at the University Facilities Building by the deadline stated above, and should take into account internal UW delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. Submittals received after the deadline will not be considered.

University of Washington
Capital Projects Office
Attention: John Palewicz
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFQ will be published at the following website address: <http://www.cpo.washington.edu>, by clicking the 'For Consultants & Contractors' link and then selecting the 'Consultant Business Opportunities' link. Consultants 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 at the end of this RFQ.

Selection Process: The SOQs will be reviewed by an evaluation committee and the most qualified firms will be invited by letter to an interview. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

	Interview Evaluation Criteria	Weighting (Maximum Points)
1	<u>Type of Work:</u> The firm's understanding of, and approach to, the requirements of the type of work included in the Master Agreement.	25
2	<u>Personnel:</u> Relevancy of experience and knowledge of the work of the Master Agreement.	25
3	<u>Communication:</u> Interpersonal communication between team members and with the interview committee.	25
4	<u>Presentation and Questions:</u> Clarity of expression and thoroughness in the firm's presentation, and in providing insightful answers to questions asked by the interview committee. Quality of questions asked by the firm.	25
	Total Points:	100

The most highly qualified firm(s), based on the total points from the evaluation of the SOQs and interviews, will be invited to enter into negotiations with the University. If the University and the most highly qualified firm(s) cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next most highly qualified firm.

The University reserves the right to conduct reference checks for the highest scoring firm(s) either after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm's past performance or their ability to successfully perform the work of the Master Agreement to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not the most qualified firm and may select the next highest-ranked firm whose reference checks validate the ability of the firm to successfully perform the work of the Master Agreement to be executed based on this RFQ. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the Statement of Qualifications submitted.

MWBE: The University of Washington is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs) in its contracts through direct contracts with the University, and sub-consulting or supplier participation. The University strongly encourages MBEs and WBEs certified by the State OMWBE to respond to this RFQ. Voluntary goals of 10% for MBEs and 6% for WBEs have been established for the contract to be executed based on this RFQ. However, no minimum level of MWBE participation will be required as a condition for entering into a contract. The University is also an affirmative action-equal opportunity employer.

Questions: All questions regarding this RFQ should be addressed to John Palewicz, Director, Strategic Programs, at (206) 221-4223, or by e-mail at palewicz@uw.edu.

JUDITH GINIGER
Contracts Manager

Publication date(s) in the *Seattle Daily Journal of Commerce*: March 26, 2013 and
March 28, 2013