



the evergreen state college olympia, washington

Request for Qualifications Architectural/Engineering Consultant Services

Project Title: New First-Year Student Housing
Submittal date: October 25, 2016 by 2:00pm
Owner: The Evergreen State College
Office of Facilities
2700 Evergreen Parkway NW
Olympia, WA 98505

Description

Perform professional Architectural/Engineering consulting services for the design and construction of new first-year student housing. The project includes new construction of approximately 127,000 square feet, 480 beds (approximately 264 traditional singles and 216 traditional doubles), and a maximum allowable construction cost (MACC) of \$28.5 million. The selected consultant will work collaboratively with the project design committee, Residential and Dining Services, Facilities Services and the campus community. Services include all phases of Basic Services, schematic design through project close-out, as well as program review and confirmation. Consultant fees and services shall be negotiated based upon the current Architect/Engineer fee schedule for Washington State Public Works Building Projects and the standard Division of Engineering and Architectural Services Agreement.

This project represents the first new housing units for the College since the late 1980s. The College sees this as an opportunity to make a major statement toward sustainability and is seeking an innovative approach. As an alternative renewable energy resource is not yet readily available in sufficient quantities or at an affordable cost, the College is interested in constructing well-built, easily maintained facilities that minimize energy usage. At a minimum, The Evergreen State College (TESC) would like to achieve LEED Silver certification. To the extent that it is cost effective and consistent with required debt ratios, the College would like to construct a facility that minimizes the use of energy and water, minimizes operational and maintenance costs, and maximizes natural daylighting and ventilation, and has an EUI (Energy Use Intensity) of in the range of 25-40 kBtu/sf-year.

The Evergreen State College is a public, liberal arts and sciences college of approximately 4,000 FTE located in Olympia, Washington. The college currently maintains about 1.6 million square feet on 1,000 acres at the southern end of Puget Sound.

Currently, 885 students live on campus, but the capacity of the residences is approximately 990 students. Many of the buildings were built in the early seventies, with significant additional apartment style buildings added in the mid to late eighties. The original structures require significant and costly upgrades to extend their useful life. After having completed a residential master plan (available at <http://www.evergreen.edu/facilities/home.htm>) and feasibility analysis, the College is ready to begin Phase 1 of the Master Plan.

Qualifications

- The college is seeking a consultant with demonstrable expertise in collegiate student housing.
- Expertise and experience in construction methods applied to large scale housing units, such as college residence halls or multi-family housing, that promote low energy usage, including but not limited to Structural Insulated Panel Systems (SIPS) and or Passive House construction. The residence halls are used year-round and will require heating and cooling.

- Experience working with Authorities Having Jurisdiction (AHJs) to get approval of innovative or non-standard construction systems.
- Demonstrated experience and/or understanding of Washington State public works contracting methods: Design/Bid/Build, GC/CM, Design/Build, and ESCO (Energy Performance Contracting).

Scope of Services

In addition to the services referenced above, the College has identified the following services as needed and to be included:

- Foster a collaborative design process that keeps the Evergreen community informed and engaged of the progress of the work. Conduct interviews and focus groups with Evergreen students and the campus community to help understand any unique demands or differences in Evergreen students compared to national trends and compare this with the information collected in the RAD master planning process.
- The Consultant shall provide life cycle cost benefit analyses based on total cost of ownership of energy efficient construction options. The Consultant shall analyze the available funding and project delivery methods for the recommended construction system.
- Proactive participation in fundraising efforts through the exploration of preparation of application documents for energy efficiency grants.

Proposal Submission Requirements

In order to be considered for the project an interested firm shall submit a cover letter dated and with the signature of a representative of the firm authorized to negotiate contracts.

The proposal will be submitted on 8-1/2 by 11 inch paper. A “page” is one side of the sheet of paper. The total document should not exceed 54 pages. There will be a table of contents. The sections are as follows:

1. Firm Experience

- a) Summarize the experience of the firm with similarly sized affordable and easily maintainable student housing and/or multi-family projects for which the firm was the architect of record. (3 pages maximum, 15 points)
- b) **Experience with Low Energy Usage Design and Construction Methods:** Describe your ability and experience in performing life cycle cost benefit analyses for buildings of similar size and scope that implemented low energy construction systems and details and in providing construction documents for the same projects. Describe examples of obtaining approval from the AHJ for new construction systems/methods. Include the project EUI and air tightness measurement. Address any challenges related to the low energy construction aspects, how they were addressed, and what you might do differently on future projects. (3 pages maximum, 15 points)
- c) **Alternative Public Work Experience:** Describe your ability and experience using alternative public works procurement methods such as GC/CM, Design/Build, or ESCO (Energy Performance Contracting) in Washington State. State your recommended procurement method for the proposed project and indicate why. (2 pages maximum, 10 points)
- d) List projects that demonstrate the experience noted in a) through c) above in the following format (5 pages maximum):
 - Project Name, Owner or Client with contact information.
 - Project Type: student housing projects, renovation and new construction.
 - Project Scope: square footage, number of beds and types of units.
 - Project cost: Construction cost (both as total and cost per square foot), total project cost.
 - Sustainability and low energy construction methods implemented
 - Project site EUI in kBtu/sf-yr (actual, not modeled)
 - measured air tightness
 - Project delivery method used.
 - Date of Completion.
 - Project Manager, Project Designer, Project Architect, Consultants.

- Narrative on the project: Describe how the project is similar and why your experience is relevant to this project.

2. a) **Project Architectural Team** (4 pages maximum, 10 points)

Provide the name of the project manager, project designer, project architect who will be assigned to this project. Describe their responsibilities on this project. Provide the names of other key members of your project team. Provide the average percentage of each team member's time available for this project during the duration of the project. Provide the **relevant** project experience of each person.

Use the following format:

- Person's name, project role, percentage of time available for this project.
- Education, registration, years employed with the firm.
- Years of experience as project role proposed for this project.
- Narrative description of the person's project responsibility. Describe his/her project role as structured within your firm and within this particular project team.
- List each person's relevant project experience in the format outlined in 1. d). For projects which are the same as in Section 1. d), provide the "Project Name" only and say "refer to Section 1", and provide the person's project role. For personal experience, that is experience with another firm, put a double asterisk (**) after the project name.

b) **Firm Size and Workload** (2 pages maximum, 5 points)

List current projects in progress, their size, phase, and estimated time of completion. Include significant projects on hold, which may become active during this project. List the firm's total number of staff and their responsibilities (e.g., 2 project managers, 3 project architects, 5 drafters). Where staff regularly performs multiple tasks, include them in the most responsible position for which they spend at least 25% of their time. Provide a chart which shows the percentage of the firm's total work-hour capacity that your current work represents and estimate the percentage of the total work-hour capacity that this project would represent.

c) Is the firm well represented locally? If not, how will the firm provide the contracted services? Discuss in detail the firm's operating and management strategy. (1 page maximum, 5 points)

3. **Energy/Sustainability Consultant(s):** Provide the name of each consultant who will be evaluating and recommending low energy usage construction systems, performing life cycle cost analyses of energy and building systems, researching energy grant opportunities, working with the AHJ for approval of new construction methods, and sustainability components. (5 pages maximum, 20 points)

Use the following format:

- Person's Name, project role, education, registration, percentage of time available for this project.
- Years of experience as project role proposed for this project.
- Firm name, years employed with firm.
- Number of years consultant has worked with the Submitting Firm.
- Narrative description of the person's project responsibility. Describe his/her project role as structured within this particular project team.
- Provide the relevant project experience of each consultant firm as outlined in Section 1. d). For projects which the consultant worked with the Submitting Firm in Section 1. d), provide the "Project Name" only and say "refer to Section 1", and provide the person's project role. For projects completed with other architectural firms, put a double asterisk (**) after the project name.

4. **Quality, Schedule, and Cost Control Procedures**

- a) Describe the methods used by the firm to check the quality and completeness of the firm’s project documents, such as coordination check lists and coordination review meetings. Also describe on-going processes used by the firm to improve its level of service. (2 pages maximum, 5 points)
- b) Describe the methods used by the firm to maintain the project schedule. Review the proposed Owner’s project schedule below and indicate the feasibility of meeting this schedule. Indicate any modifications needed to improve the feasibility of the schedule. Give examples of similar sized projects and their duration completed by the firm. (3 pages maximum, 5 points)
- c) Describe the methods used by the firm to maintain the project cost. Provide a professional opinion as to the appropriateness of the cost estimate proposed for this project. Give examples of projects completed of similar scope and cost. (3 pages maximum, 5 points)

For projects which are the same as in those in previous sections, provide the “Project Name” only and say “refer to Section X”, and provide the person’s project role. For personal experience, that is experience with another firm, put a double asterisk (**) after the project name.

5. Design Methodology/Examples (10 pages maximum, 5 points)

Explain the firm’s design methodology and approach to understanding the College’s goals and needs related to this project. Focus on how you will interact with the various constituencies. What are the opportunities and challenges you perceive in this project? Use no more than 3 pages for the narrative. Provide examples via reproduction of drawings, color copies of photos or other means of your past work which you feel best expresses the firm’s aesthetic capabilities as it relates to this project.

6. References (one page maximum)

Provide at least four Owner/User references on the projects listed in Section 1 and/or significant projects listed in other sections. **Only** provide references for projects listed in References will be checked for short listed firms. Provide all of the following information for each reference:

| | |
|---------------------------------------|--|
| Owner | Project Name |
| Owner’s Residential Rep. Name, Title | Owner’s Facilities Project Mgr. Name, Title |
| Residential Rep. Current Address | Facilities Project Mgr. Current Address |
| Residential Rep. Current Phone Number | Facilities Project Mgr. Current Phone Number |

Project and Selection Process Schedule:

1. Voluntary Pre-Submission Conference & Walk-through: October 13, 2016, 10:00 a.m.
2. Deadline for qualification submission: October 25, 2:00 p.m. PST in the Facilities Services office Lab II, Suite 1254, 1 original and 5 copies, and 1 electronic copy on a thumb-drive.
3. Interviews with short listed firms: November 28 – December 2, 2016
4. Award of contract: No later than January 12, 2017.
5. Final Completion of Phase 1 Housing: To be negotiated between May 30, 2019 and July 30, 2019.

Evaluation Criteria

Consultants will be considered for selection based upon the following criteria categories: (1) Firm Experience (40%), (2) Project Team Qualifications, Firm Size and Workload (20%), (3) Consultant Team Qualifications (20%), (4) Quality, Schedule, and Cost control procedures (15%), (5) Design Methodology/Examples (5%), and (6) References. The Evergreen State College has established voluntary MWBE Goals of 10% MBE and 8% WBE.

Submittal Requirements

Interested firms shall submit **six (6) sets plus one (1) electronic copy on thumb-drive**, to Jeanne Rynne, Director of Facilities, The Evergreen State College, Office of Facilities Services, 2700 Evergreen Parkway NW, Lab II Building, Suite 1254, Olympia, Washington, 98505. Submittals will be accepted until **2:00 p.m., October 25, 2016**. Faxed copies will not be accepted.

This is not a request for a fee proposal. Following the evaluation of the Statement of Qualifications, the selection committee will interview firms most highly qualified for the services required. The Evergreen State College assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Direct questions to Jeanne Rynne, 360-867-6115, 360-867-6695 (TTY). AA/ADA/EOE.

Voluntary Walk Through

A voluntary Pre-Submission Conference and Walk-through of the Residence halls and site will be scheduled for October 13th from 10 am to noon. Interested firms can meet in front of A Building in the Residence Halls on Indian Pipe Loop. For driving directions and a campus map, please go here: <http://www.evergreen.edu/tour/gethere.htm>. A parking pass is required on campus and is available for \$3 at the parking booth at the McCann Plaza entrance.

This advertisement and full submittal requirements are posted at the college web page at: www.evergreen.edu/facilities/projectsandreports.htm.