



Capital Projects Office

CONSULTANT ROSTER FILE

Request for Qualifications

Architectural, Engineering, and Related Services

Annual Statement of Qualifications

The University of Washington (UW) is seeking annual statements of qualifications for 2008 from firms for inclusion on the UW's Roster of qualified consultants.

Re-Submittal Required: As of March 14, 2008, the University disposed of all qualifications submitted prior to 2008. Firms still desiring to be on the Roster must re-submit their qualifications.

Submittal Deadline: Statements of Qualifications may be submitted at any time during the year to the following address. Submittals sent by U.S. Mail should be addressed to the Box below. Faxed or e-mailed submittals will not be accepted. Questions should be directed to Shelly Marriott at 206-221-4222.

University of Washington
Capital Projects Office
Attention: Shelly Marriott
University Facilities Building
Box 352205
Seattle, WA 98195

Categories: The UW is interested in firms submitting statements of qualifications for performing work in the following categories:

- Architectural and engineering design services for projects such as tenant improvements, including laboratory and office remodeling, fire safety upgrades, roofing, electrical and mechanical retrofits, and projects requiring structural and civil engineering.
- Environmental assessments, including impact studies, site surveys, and geotechnical and hazardous materials assessments.
- Cost estimating and cost control.
- Constructability reviews and value engineering.
- Schedule analysis.
- Planning and Predesign studies.

Selection: While firms submitting statements of qualifications will automatically be included on the Roster, inclusion on the Roster does not represent a prequalification, and there is no guarantee that any particular firm will actually receive a contract based on being included on the Roster. The UW will evaluate qualifications of consultants on the Roster to select the most qualified consultant for some individual projects where the total project cost (design, construction, and other costs) is less than \$4 million. For projects exceeding \$4 million, the UW will solicit qualifications for the project in an advertisement in the Seattle Daily Journal of Commerce. Firms do not need to be included on the Roster of qualified consultants in order to respond to project specific advertisements for qualifications.

Submission Contents: In order to be considered for inclusion on the Roster of qualified consultants, consultants must submit the following:

- Cover letter summarizing qualifications.
- Hourly billing rates for University projects.
- Architect-Engineer Qualifications form (Part II – General Qualifications of the Federal Standard Form 330 as modified) which may be obtained from the following website address: <http://www.cpo.washington.edu> under the "Business" link, click "Standard Contracts and Forms", then click "SF 330.doc".
- Brochure and/or other materials outlining the qualifications of the firm, including information about relevant projects (size, duration, Owner, etc); staff expertise and qualifications, and other information demonstrating the firm's qualifications. Information submitted shall be no larger than 9"x12".

MWBE: The UW is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and women business enterprises (WBE) businesses in contracts for architectural, engineering, and related services through direct contracts with the UW, subconsulting or supplier participation, and strongly encourages MBEs and WBEs certified by the State OMWBE to respond to this RFQ. Voluntary goals are established for most projects and are generally set at 10% for MBEs and 6% for WBEs. However, no minimum level of MWBE participation is required as a condition for entering into a contract.

MICHAEL E. PURDY
Contracts Manager