



WASHINGTON STATE
UNIVERSITY

REQUEST FOR QUALIFICATIONS

No. 8622-GC23500

Issued March 11, 2016

Due May 17, 2016, by 5:00 PM PDST



Request for Mixed-Use Development Developer Qualifications
A Ground Lease Opportunity
Pullman, Washington

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Public Notices

The entire **Request for Qualifications** with its **Exhibits** and any **Addenda** are posted for public notice on <http://purchasing.wsu.edu/Publicnotices.html>.

Interested parties are responsible to monitor this site for Addenda to be issued.

II. SUMMARY

Washington State University (University) and (WSU) invites statements of qualifications (SOQ) from interested developers (Developer) to plan, design, finance, construct, develop and operate a market-based Mixed-Use Development under an unsubordinated Ground Lease of its property located on the Washington State University campus within the City of Pullman, Washington. The intent of this development is to create a vibrant amenity for WSU and the City of Pullman and providing desirable services not currently available on campus or in the City and surrounding area.

The land area of the property totals approximately 20 acres and lies within the WSU Pullman campus, located in the northern portion of the campus along North Fairway Drive near the new Marriot Residence Inn, the award-winning 18-hole Palouse Ridge Golf Course, and the Student Recreation Center. In addition, Marriot plans to build a new Courtyard Hotel adjacent to their current Inn, opening in 2017. The land and development site are shown in Exhibit C. Due to the proximity of the property to the campus core, it is critical that the private development of the property be compatible with the University.



WSU is located in Pullman, a dynamic center of higher education, research, and community nestled among the beautiful rolling hills in southeastern Washington. The development site is adjacent to a dense residential area that houses students, University staff and non-University residents and also a significant commercial and industrial business center that supports companies like Schweitzer Engineering Laboratories, Pullman's

second largest employer. Pullman lies in the heart of the Palouse, a geographic area covering some 10,000 square miles of northwestern Idaho and southeastern Washington.



Developer Selection Process Overview

In an effort to allow broad participation by the development community, the University has elected to conduct a four-phase developer selection process:

- Phase 1 Request for Developer Qualifications
- Phase 2 Interviews of Short-Listed Developers
- Phase 3 Business Plan & Schematic Design Development
- Phase 4 Proposal Negotiation with selected Developer

If a final agreement is not achieved within a specified time-frame, as determined by the University, the University may terminate negotiations. The next qualified Developer could then be selected for proposal negotiation.

III. OPPORTUNITY STATEMENT

The Mixed-Use Development project outlined in this Request for Qualifications (RFQ) presents a unique development opportunity for public/private sector developers to create an exciting, vibrant retail and living community that will attract alumni, students, parents and community members of the University and the City of Pullman. The site of the development is located in the northeast portion of the WSU campus in the City of Pullman, Whitman County, Washington.

Established in 1890, Washington State University is a premier public, land-grant and research institution with nearly 30,000 students spread among four regional campuses. The University offers more than 200 fields of study including 90 undergraduate majors, 76 master's degree programs and 64 doctoral degree programs. The 620 acre main campus core in Pullman includes over 11 million gross square feet spread throughout 540 campus buildings. In the past ten years WSU has completed over \$1 billion of major capital projects. Currently, WSU has over \$140 million of major capital projects in design across the state.

Pullman was recently designated a "dream town" by Demographics Daily, reflecting the city's exceptionally high quality of life. Pullman boasts the second highest percentage of adults with graduate degrees among U.S. micropolitan areas, and its public school system was named one of the top 100 in the United States.

The site of the Mixed-Use Development is identified for the northeastern portion of the WSU campus along North Fairway Lane up to the intersection with Terre View Road, in close proximity to the new Marriot Residence Inn, the award-winning Palouse Ridge Golf Course, and athletic, recreational and research facilities. The Marriot Courtyard Hotel will be constructed in 2016-17 adjacent to the existing Residence Inn.



IV. MIXED-USE DEVELOPMENT PROGRAM

Mixed-Use Development Objectives

Washington State University is seeking to partner with an experienced Developer to creatively plan and finance the Mixed-Use Development. The project shall be developed on the University's land under an unsubordinated Ground Lease. The terms, and rate of the ground lease shall be negotiated between the University and the finalist Developer during Phase 4. Beyond the ground lease, the University will have no equity nor will it make any guarantees to financial viability or revenue of this Development. The University recognizes the challenges associated with developing a mixed-use development in the community, and consequently, anticipates a creative approach will be required to ensure a successful outcome for all parties involved.

The University envisions that the Development should consist of elements, to include but not be limited to, retail, dining, and gated alumni and University-related housing in the form of condominiums. The University is most interested in a successful development that will become a destination for the University's students, staff and alumni as well as the entire Pullman community. The University envisions that the Development will be a strong attraction to the passionate Cougar Nation through pedestrian-friendly connections to nearby WSU destinations including Martin Stadium, Beasley Coliseum, Bailey-Brayton Field, the Palouse Ridge Golf Course, Ferdinand's Creamery, the Student Recreation Center and other nearby points of interest. The Development should take advantage of these attractions through the building layout and site amenities that reflect the character and architectural style of the University. The Development will also provide dining and shopping alternatives within easy walking or biking distance from the areas of campus where alumni and visitors reside while on campus, including the new living units constructed within the Development, the Marriot Hotel, and the large RV parking sites located throughout the campus during major University events. The Development site is also within easy walking and driving distance of destinations within the City of Pullman, including Schweitzer Engineering Lab (SEL) and the large University and private residential area at the north edge of the University.

The University's Turf Research Farm is currently located on the northern portion of the site; it shall be relocated to another area of campus at the expense of the developer, see Exhibit D Proposed WSU New Turf Farm Site, with the consideration of the cost to be part of the lease negotiations.

There are several guiding principles that are fundamental to any development proposal submitted pursuant to this RFQ:

1. The University seeks a high-quality development that is complementary to the University's environment and operations, which will attract interest and that is supportive of our Pullman campus.
2. The Developer must have demonstrated experience in planning, financing, and developing the scale, kind and complexity of the development being proposed.
3. The University must receive fair market consideration for the terms and conditions negotiated in the Ground Lease.
4. The Development should be consistent with the 2012 University Master Plan.
5. The Development will not require any commitments, financial or otherwise, from the University for parking, utilities, maintenance, operational, staffing and security support or similar. This includes any in-kind support that pre-exists on the University campus or is developed in the future, at any level or in any form.

6. The Development shall cover all costs for removal of hazardous materials, subsurface conditions and other unforeseen conditions. All hazardous materials removal shall be conducted in a legal manner in compliance with all local, state and federal regulations.
7. The design must be compatible with the exterior feature materials, color palette, and design attributes of other adjacent University & privately owned facilities. The Developer shall include University involvement for final review of the proposed exterior design features, including any subsequent exterior modifications for tenant improvement and branding.
8. The Development should have functional linkages to existing and planned activities in the immediate area including the Student Recreation Center, the Palouse Ridge Golf Course, Beasley Coliseum and Martin Stadium.

Entitlements / Code Compliance

The development of the property will take place under the jurisdiction of the City of Pullman as the Authority Having Jurisdiction (AHJ) for all code-related issues, as well as all applicable State and Federal Agencies.

Development entitlements, code compliance, building design and the like will need to be processed by the Developer, at the Developer's expense.

The University will assist the Developer in obtaining entitlements by participating in public hearings and executing documents as the land owner as reasonably necessary.

The following list indicates some of the major areas of project development and the entity from which approvals will need to be obtained.

1. Master Planning and Project Design: Washington State University and the City of Pullman
2. Utilities: Washington State University, City of Pullman, Avista Utilities and other local utility companies.
3. Environmental Assessment: City of Pullman, WSU Environmental Health and Safety, and State of Washington
4. Zoning, Entitlements, Building Permits: City of Pullman
5. Life Safety, Electrical & Pressure Vessel Permits: City of Pullman and State of Washington Department of Labor and Industries.
6. Traffic: City of Pullman
7. Elevator: State of Washington Department of Labor and Industries.

It is highly recommended that the Developer begin coordinating with the City of Pullman as soon as possible to collaboratively establish the Entitlement process.

V. SCHEDULE, QUESTIONS AND SUBMITTAL

Schedule for the Request for Qualifications

Phase 1

RFQ Issue Date
March 11, 2016
Due Date for Questions from Interested Developers
May 3, 2016, 5:00 PM PDST
RFQ Addendum
May 10, 2016, 5:00 PM PDST
Statement of Qualifications (SOQ) Submittal Deadline:
May 17, 2016, by 5:00 PM PDST
Shortlist of Pre-Finalist Developer(s)
May 27, 2016, 5:00 PM PDST

Phase 2

Interview Pre-Finalist Developer(s)
June 6-10, 2016
Selection of Finalist Developer
June 17, 2016, 5:00 PM PDST
Execution of Preliminary Letter of Intent
June 20, 2016, 5:00 PM PDST

Phase 3

Development of Conceptual Business Plan and Schematic Project Design
June 21, 2016 – September 2, 2016
Execution of Final Letter of Intent
September 14, 2016
Presentation to WSU Board of Regents for Approval of Final LOI, Conceptual Business Plan and Schematic Project Design
September 2016

Phase 4

Final Work Products, Negotiations of Ground Lease and related Agreements
Completed not later than December 15, 2016

Question and Answer Procedures

Questions during the RFQ period are to be directed to the RFQ Coordinator via email only, with RFQ 8622-GC23500 in the subject line.

RFQ COORDINATOR	Patty Gropp, C.P.M. Associate Director, Purchasing Services	gropp@wsu.edu
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Questions should not be directed to any other University departments or staff. No phone calls will be accepted. Substantive information or material provided to any interested party, as a result of questions received, will be provided to all interested parties in a manner deemed appropriate by the University. Addenda will be posted at <http://purchasing.wsu.edu/Publicnotices.html>. Interested parties are responsible to monitor this site for addenda postings.

Submittal Instructions

Developers submitting qualifications should allow adequate delivery time to ensure timely receipt of their proposals by the RFQ Coordinator. U.S. Mail, courier service or personal delivery to the RFQ Coordinator are acceptable. Developers assume the risk for the method of delivery chosen. Washington State University assumes no responsibility for delays caused by any delivery service. Late submittals will be automatically disqualified from further consideration. All Statements of Qualifications and any accompanying documentation become the property of Washington State University and will not be returned.

Delivery Instructions for Submittal

Statement of Qualifications submitted in Phase 1 are to be addressed to the RFQ Coordinator and delivered in sealed carton or envelope.

DELIVERY ADDRESS FOR STATEMENT OF QUALIFICATIONS	DUE DATE AND TIME
Washington State University	May 17, 2016 by 5:00pm PDST
Purchasing Services	Late submissions are not accepted.
ATTN: RFQ No. 8622-GC23500	Emailed submissions are not accepted.
French Administration Building, Room 220	Faxed submissions are not accepted.
Pullman, WA 99164-1020	

V. Phase 1: Statement of Qualification Submittal & Review

The University, through an appointed Review Committee, will review all phases of this selection process. All expenses related to this SOQ submission will be borne by Developer. The following are the submission requirements for qualifications to be considered:

1. Developer Team Composition and Experience
 - a. The proposed development team must be identified including the name, legal status and location of the entity(s) submitting the proposal. This shall include evidence of ability to conduct business in the State of Washington including any applicable corporate numbers, licenses, etc.
 - b. List names and provide brief resumes for key officers and associated key principle professionals of the entity(s), list the nature of their interest including their legal relationship to the team. Include a description of roles & responsibilities of officers and associated key principle professionals. Include an organizational chart to visually portray these roles & relationships.
 - c. Provide examples of similar completed development projects that key members of the team have successfully accomplished together or as individuals. Specifically highlight past financing experience.
 - d. Provide examples of similar current & past property management experience from applicable key team members. Briefly summarize the intended management structure and plan.

- e. Provide a summary of why this team's experience uniquely qualifies them to successfully envision, develop, design, finance, market and manage a development of this size and complexity.
2. Financial Capability
 - a. Provide a summary that demonstrates proven financial capacity to execute a project of this magnitude.
 - b. Provide a summary of preferred potential funding structures including current or potential sources of equity and describe the ability to deliver necessary completion guarantees to secure financing. Clearly identify current vs. potential funding sources.
 3. Development Challenges
 - a. Provide a summary of the major challenges that the proposed team have identified, real or perceived, that are specific to this project. This could include; financial climate, marketability, site/design constraints, parking, public/political challenges, entitlements, or others as applicable.
 4. Development Schedule
 - a. Identify the major milestones & estimated timeframes that the developer proposes to successfully complete this project. At a minimum this should include the business plan development, design development, construction and estimated substantial occupancy timeframes.
 5. References
 - a. Provide the name, address and telephone number of references in each of the categories listed below with whom Developer has worked within the past five (5) years. By providing these references, you are agreeing upfront to allow WSU to contact references. Identify the development project(s), location(s), and services performed. For each category, identify not more than two persons:
 - i. Anchor Tenants
 - ii. Lenders and/or Equity Partners
 - iii. Public Authorities (Public Works & other Development contacts)
 - iv. Design Professionals
 - v. Construction Professionals
 6. Format
 - a. A cover letter signed by the Developer's single point of contact who is authorized to submit:
 - i. Language to include affirming receipt and understanding of the RFQ in its entirety.
 - ii. Disclosure of any financial or legal conflicts of interest, whether existing or potential, which may affect the Developer's performance required hereunder, if Developer is selected including, but not limited to, any interests in existing buildings or proposed projects that are located in Pullman or that may compete with the Project.
 - iii. Clearly identify any information contained in this submittal that is proprietary or confidential. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Washington RCW 19.108.

- b. Statement of Qualifications should not be more than 25 single-sided pages; excluding appendices.
- c. Information shall be submitted in two formats: paper and electronic.
 - i. Paper: bound format on 8.5 x 11.5” paper. Folded 11 x 17” inserts are allowed. It is requested that documents submitted with table of contents and tabs separating the enumerated sections. Submit one original and four completed copies in accordance with delivery instructions that follow.
 - ii. Electronic: one electronic copy in PDF format. Label CD, DVD or thumb drive with Developer name.

Review Process

The Review Committee will review and consider all Phase 1 qualification submittals and select pre-finalist Developers will be invited to proceed to Phase 2 of the Selection Process. It is anticipated that not more than three pre-finalists will be selected for Phase 2. All Respondents will be notified.

VII. Phase 2: Pre-Finalist Interviews and Selection of Finalist Developer

After Phase 1 review has been completed, the Pre-Finalists will be invited for interview to present their capabilities and qualifications to the Review Committee. This is the opportunity to provide more detailed information about their vision, financing capabilities, experience and working relationship of their team. The exact location, date and time of the interviews will be announced at a later date. All expenses associated with preparing and attending the Phase 2 Interview will be borne by the Developer. The presentation shall address the following requirements:

1. Development Masterplan
 - a. Overall review site scheme and logistics.
 - i. Traffic, parking, pedestrian access.
 - ii. Service access.
 - iii. Construction schemes.
 - iv. Campus interface.
2. Proposed conceptual business plan
 - a. Business plan to include pro-formas, ownership structures, financing strategies, tenant strategies and management/operating strategies.
 - b. Identification of commitments required by non-Developer entities.
 - c. Identification of major leasing terms.
3. Development Schedule
 - a. Deeper review of pre-construction activities and critical milestones.
 - b. Identification of constraints.
 - c. Deeper review of construction milestones.

Review Process

The Review Committee will review and consider all Phase 2 presentations and will then execute a preliminary Letter of Intent to the selected finalist. All Pre-Finalists will be notified.

VIII. Phase 3: Business Plan & Schematic Design Development

During Phase 3, the finalist Developer will further develop the business plan and schematic design in a collaborative fashion with the University and all applicable City, local or outside stakeholders. The process will begin immediately upon University execution of a Preliminary Letter of Intent for the Ground lease of the property. During this process, the Developer will work closely with the City of Pullman and the University to ensure that the business plan and schematic design are compatible with the Campus and City Master Plans as well as fit with the overall University Campus mission. The Schematic design will need to be approved by the University with respect to exterior features, proposed new additions and major construction schemes.

Upon completion of the business plan and Schematic Design the University and finalist Developer will execute a Final Letter of Intent. The Final Letter of Intent, Business Plan and Schematic Design will be presented to the Washington State University Board of Regents (BOR) for approval and authorization to proceed with final negotiations for a Ground Lease. Final negotiations of the Ground Lease cannot begin until BOR review and approval are achieved. If the Finalist Developer and the University fail to agree upon terms of the Final Letter of Intent, the University, at its sole discretion, reserves the right to terminate negotiations with the finalist Developer and may enter negotiations with another pre-finalist Developer.

Business Plan

During Phase 3, the University and the finalist Developer will refine the preferred financing arrangement, including the negotiation of the General Terms and Conditions of the Ground Lease as well as the term and rate of the Ground Lease. The Developer will also be required to collaboratively review the tenant leasing plan with the University.

Schematic Design

The University will be interested in the proposed new structure(s) and the attributes of the proposed design. This will require review of proposed materials, color schemes, elevations, renderings and site plans to adequately demonstrate the look and feel of the proposed development. Included with this will be adequate information to demonstrate pedestrian circulation, parking locations, service access, utilities, landscaping and exterior lighting. The goal of the design will be to demonstrate compatibility with the adjacent private and campus facilities as well as the overall University architecture. Schematic designs should highlight resource efficient design concepts, smart technology and sustainability.

VIII. Phase 4: Negotiation of Documents

In this final phase, the University and finalist Developer will jointly finalize the Business Plan and Schematic Design for the Development and will finalize the negotiation of the Ground Lease. The University reserves the right to seek modifications to the proposed Business Plan and Schematic Design that was jointly developed in Phase 3. Upon execution of the Ground Lease, the Developer will then proceed with final design and construction per the terms of the Ground Lease Agreement.

IX. General Terms and Conditions for the Request for Qualifications

In submitting a bid in response to this RFQ, the bidder agrees to accept the terms set forth in this Request for Qualifications:

- 1. Most Favorable Terms:** Contract negotiations may incorporate some or all of the Developer's statement of qualifications. It is understood that the statement of qualifications will become a part of the official procurement file on this matter without obligation to Washington State University.
- 2. Responsiveness:** All statements of qualifications will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. The Developer is specifically notified that failure to comply with any part of the RFQ may result in rejection of the statement of qualifications as non-responsive. WSU also reserves the right at its sole discretion to waive minor administrative irregularities.
- 3. Costs to Propose:** Washington State University will not be liable for any costs incurred by the Developer in preparation of a statement of qualifications submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.
- 4. Contracting with Current or Former State Employees:** Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a statement of qualifications that includes current or former state employees.
- 5. Minority & Women-Owned Business Participation:** In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of statement of qualifications, no minimum level of MWBE participation shall be required as a condition for receiving an award and statement of qualifications will not be rejected or considered non-responsive on that basis.
- 6. Proprietary Information / Public Disclosure:** Statements of qualifications submitted in response to this competitive procurement shall become the property of Washington State University. All statements of qualifications received shall remain confidential until the contract, if any, resulting from this RFQ is signed by the Director of Purchasing Services, or his Designee, and the apparent successful Developer; thereafter, the statements of qualifications shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information in the statement of qualifications that the Developer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Developer is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire statement of qualifications exempt from disclosure or as Proprietary Information will not be honored. If a public records request is made for the information that the Developer has marked as "Proprietary Information," the University will notify the Developer of the request and of the date that the records will be released to the requester unless the Developer obtains a court order enjoining that disclosure. If the Developer fails to obtain the court order enjoining disclosure, the University will release the requested information on the date specified. If a Developer obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the University shall maintain the confidentiality of the Developer's information per the court order.

7. **No Obligation to Contract:** This RFQ does not obligate the state of Washington or Washington State University to contract for services specified herein.
8. **Rejection of statements of qualifications:** Washington State University reserves the right at its sole discretion to reject any and all statements of qualifications received without penalty and not to issue a contract as a result of this RFQ.
9. **Commitment of Funds:** The President of Washington State University or his delegates are the only individuals who may legally commit Washington State University to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.
10. **Evaluation Procedure:** The evaluation of responsive statements of qualifications shall be accomplished by an evaluation team(s), to be designated by Washington State University. Washington State University, at its sole discretion, may elect to select one or more Developers for interviews. The evaluation team may contact the Developer for clarification of any portion of the Developer's statement of qualifications. Washington State University reserves the right to award the contract to the Developer(s) whose statement of qualification(s) is (are) deemed to be in the best interest of Washington State University and the state of Washington.
11. **Notification to Bidders:** Washington State University will notify the Apparently Successful Developer of their selection in writing via email upon completion of the evaluation process. Developers whose statement of qualifications were not selected for further negotiation or award will be notified separately by e-mail or facsimile.
12. **Complaint Process:** In compliance with RCW 39.26.170 Washington State University (WSU) has established the following Complaint Process; which shall apply to University solicitations posted to WEBS (Washington Electronic Business Solutions). The complaint process allows bidders to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough to allow WSU to correct a problem before bids are submitted and time expended on evaluations. The procurement complaint process will meet the following minimum requirements:
 - 12.1 Bidders will be given an opportunity to submit a complaint to WSU based on any of the following:
 - a. The solicitation unnecessarily restricts competition;
 - b. The solicitation evaluation or scoring process is unfair or flawed; or
 - c. The solicitation requirements are inadequate or insufficient to prepare a response.
 - 12.2 Bidders will be allowed to submit complaints until the deadline for questions within the solicitation has expired or five (5) business days before the solicitation is due; whichever is earlier. Complaints must meet the following requirements:
 - a. Must be in writing.
 - b. Must be sent to the procurement coordinator, or designee.
 - c. Should clearly articulate the basis for the complaint.
 - d. Should include a proposed remedy.
 - 12.3 The procurement coordinator will respond to complaints in writing.
 - 12.4 The response to complaints including any changes to the solicitation will be posted as an amendment on WEBS.
 - 12.5 The Director of Purchasing Services will be notified of all complaints and will be provided a copy of the response.
 - 12.6 The complaint may not be raised again during the protest period.
 - 12.7 The complaint process does not include an appeal process.

13. **Protest Process:** In compliance with RCW 39.26.170 Washington State University (WSU) has established the following Protest Process; which shall apply to University solicitations posted to WEBS (Washington Electronic Business Solutions)
- 13.1 Protests may be made only by bidders who submitted a response to the solicitation document and who have participated in a debriefing conference. Bidders will be given three (3) business days after the apparent successful bidder is announced to provide a written request for a debriefing. Upon completing the debriefing conference, the bidder is allowed three (3) business days to file a protest of the acquisition with the RFQ Coordinator. Protests must be received by the RFQ Coordinator no later than 4:30 PM, local time, in Pullman Washington on the third business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.
- 13.2 Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to bidders under this procurement.
- a. All protests must be in writing, addressed to the RFQ Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFQ number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.
- b. Only protests stipulating an issue of fact concerning the following subjects shall be considered:
- i. A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- ii. Errors in computing the score;
- iii. Non-compliance with procedures described in the procurement document or WSU policy.
- 13.3 Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) WSU's assessment of its own and/or other agencies needs or requirements.
- 13.4 Upon receipt of a protest, a protest review will be held by the WSU Purchasing Office. The Purchasing Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
- 13.5 In the event a protest may affect the interest of another bidder that also submitted a proposal, such bidder will be given an opportunity to submit its views and any relevant information on the protest to the RFQ Coordinator.
- 13.6 The final determination of the protest shall:
- a. Find the protest lacking in merit and uphold WSU's action; or
- b. Find only technical or harmless errors in WSU's acquisition process and determine WSU to be in substantial compliance and reject the protest; or
- c. Find merit in the protest and provide the WSU options which may include:
- i. Correct the errors and re-evaluate all proposals, and/or
- ii. Reissue the solicitation document and begin a new process, or
- iii. Make other findings and determine other courses of action as appropriate.
- 13.7 If WSU determines that the protest is without merit, WSU will enter into a contract with the apparent successful bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken. The outcome and decision of this protest procedure are final.

X. Certification and Assurances Form – EXHIBIT E

Completed Exhibit E must be submitted as Appendix to Statement of Qualifications

I/we make the following certifications and assurances as a required element of the STATEMENT OF QUALIFICATIONS to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

DEVELOPER	
ADDRESS	
CITY STATE AND ZIP	
TELEPHONE	
EMAIL	
WASHINGTON STATE UBI No.	
FEDERAL ID No.	

1. I/we declare that all answers and statements made in the STATEMENT OF QUALIFICATIONS are true and correct.
2. In preparing this STATEMENT OF QUALIFICATIONS, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
3. I/we understand that Washington State University will not reimburse me/us for any costs incurred in the preparation of this STATEMENT OF QUALIFICATIONS. All submittals become the property of Washington State University, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this STATEMENT OF QUALIFICATIONS
4. I/we agree that submission of the attached STATEMENT OF QUALIFICATIONS constitutes acceptance of the solicitation contents.
5. No attempt has been made or will be made by the Developer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. I/we grant the Washington State University the right to contact references and others, who may have pertinent information regarding the ability of the Developer and the lead staff persons to perform the services contemplated by this RFQ.

CERTIFICATION AND ASSURANCES:

On behalf of the Developer submitting this Statement of Qualifications for WSU RFQ 8622-GC23500, my name below attests to the accuracy of the above statements.

SIGNATURE	
SIGNATURE DATE	
NAME	
TITLE	
EMAIL	
TELEPHONE	

EXHIBITS A THROUGH D

EXHIBIT	DESCRIPTION
A.	WSU Campus Master Plan (2012)
B.	Aerial Photo of Pullman, WA and WSU Campus
C.	Aerial Photo of WSU Mixed-Use Development Site
D.	Aerial Photo of Proposed New Turf Farm Site

EXHIBIT A

WSU CAMPUS MASTER PLAN (2012)

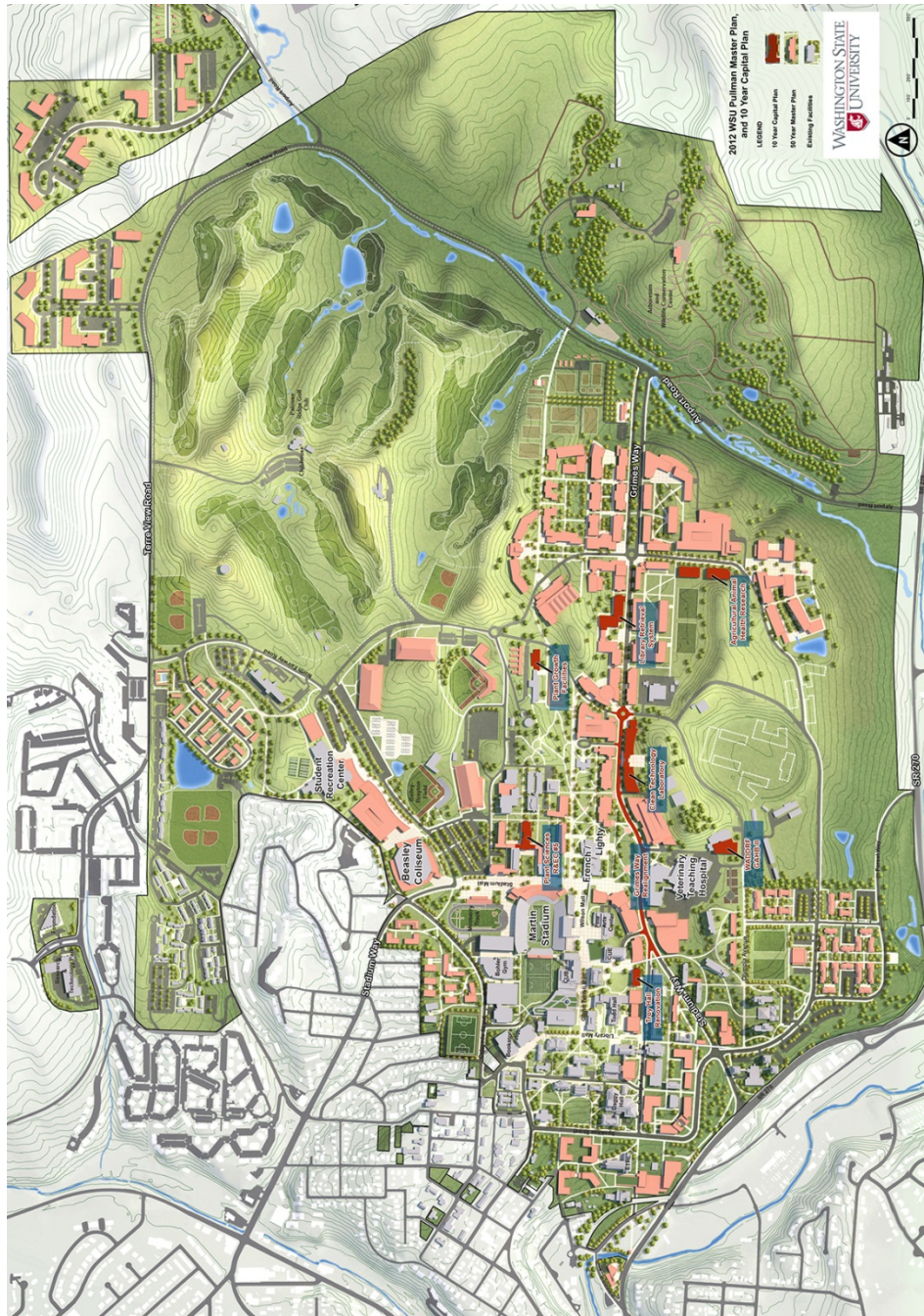
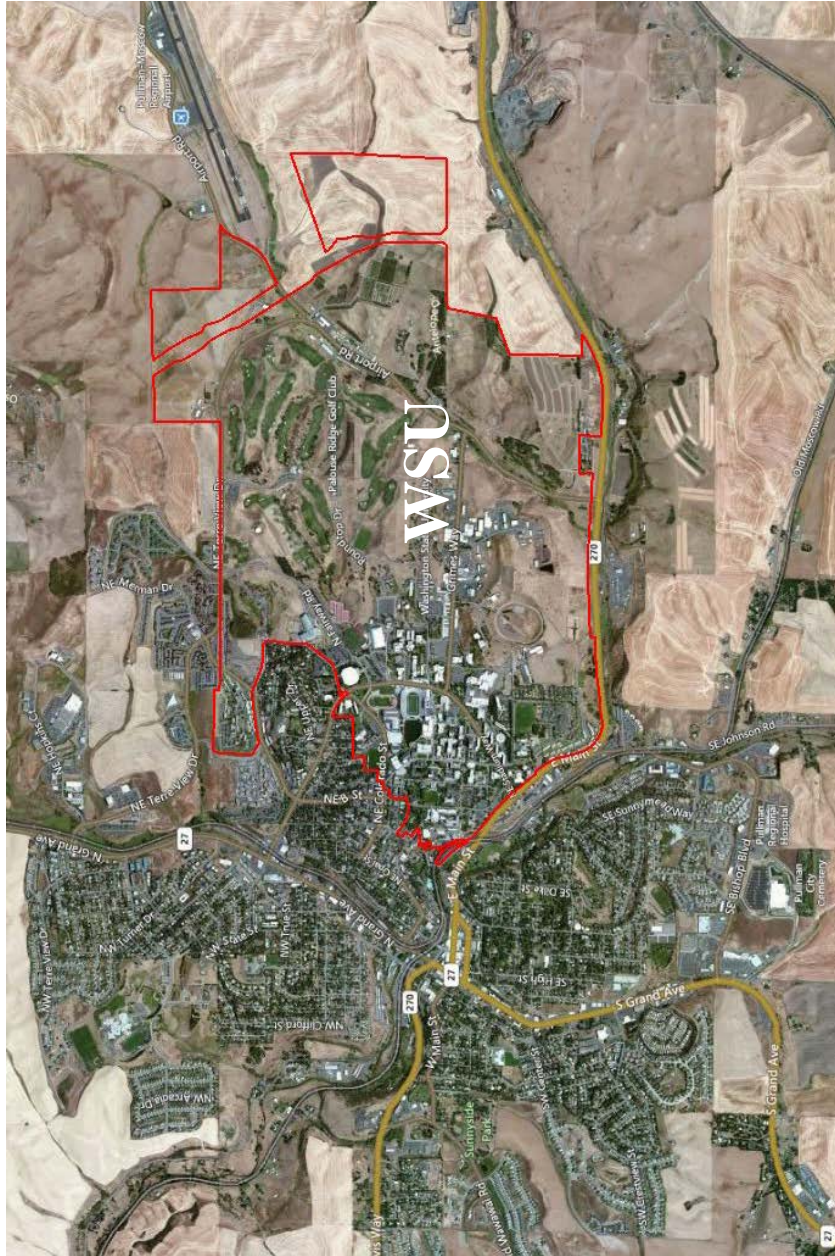


EXHIBIT B

Aerial Photo of Pullman, WA and WSU Campus



← NORTH

EXHIBIT C

Aerial Photo of WSU Mixed-Use Development Site



NORTH

Disclaimer: This map is for general use only and is not intended as a legal reference. The information displayed on this map is from various sources and no warranty is made concerning content, accuracy, completeness or currency, i.e. it is not technically a legal survey.

EXHIBIT D

Aerial Photo of Proposed WSU New Turf Farm Site

Geographic Information System | WSU Facilities Services

Proposed Site for Turf Farm Relocation- Utilities



<https://gis.wsu.edu/GISSMMO/?AppTitle=RealEstate>

2/22/2016



NORTH

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