Western on the Peninsulas
Academic Building at Olympic College-Poulsbo Campus
Predesign - Request for Qualifications
PW809
August 3, 2023

CONTENTS

- Request for Qualifications
    - Response Date: September 1, 2023
- Submittal Deadline & Instructions
- Purpose of the Predesign
- Submittal Requirements & Selection Criteria
- Selection Schedule

SUBMITTAL DEADLINE AND INSTRUCTIONS

Response Date: 3:00 PM PST, Bellingham WA local time, September 1, 2023

Qualifications will be received by Western Washington University from firms interested in providing Predesign services for the WWU Poulsbo Academic Building project.

Services are to include: programming, conceptual design, cost estimating, and development of a predesign document meeting State of Washington OFM's latest guidelines.

Firms must have an established record of excellence in programming, planning, design, and cost estimating with a strong background in institutional facilities, sustainability, and employment of OMWBE certified subconsultants. Teams must include documented expertise and experience in cyber security facility design and planning.

At the discretion of the University, firms that are not physically located in the State of Washington may be asked to affiliate with a qualified, in-state firm acceptable to the University.

The anticipated budget range for consultant predesign services for this project is approximately $325,000.

For project information and required submittal information, please visit:
https://cpd.wwu.edu/request-qualifications-rfq

For questions and clarification during the RFQ response phase, please contact the project manager:

> Forest Payne, AIA, DBIA, LEED AP
> Project Manager & University Planner
> Facilities Development & Operations
> Western Washington University
> Forest.Payne@wwu.edu

The University is requiring electronic submittals of the items listed below for this solicitation. Hard copy submittals will not be accepted. Submissions must be electronically delivered. A link for uploading your submission will be posted on this webpage: https://cpd.wwu.edu/request-qualifications-rfq. Please upload submissions no later than 3:00 pm on the date scheduled.

1. The University will use the time stamp on the submittal upload to determine timeliness.
    a. Proposers are responsible for ensuring timely delivery of submittals.
    b. The University is not responsible for Finalists' technical difficulties in submitting electronically.
    c. Late submittals will not be evaluated.
2. Submittal format requirements:
    a. Formatted in a single, searchable PDF.

b. Organized in accordance with the RFQ.
c. Include PDF bookmarks for each section of the Qualification response, corresponding to the sections outlined under Submittal Requirements below.
d. The submittal PDF shall not exceed forty (40) pages if formatted as 8.5x11 portrait, or twenty (20) pages if formatted as 11x17 landscape, not including insurance documentation.
e. The font should be no smaller than 11 point, except for image captions which may be 8 point.
f. The electronic submittal file name shall be formatted as follows: "PW809_Poulsbo – Qualifications_[firm name or abbreviation].pdf".
g. Please limit file size to 40MB.

If issues arise in accessing the RFQ documents or the submittal portal, please contact the Project Manager listed above.

Any addenda issued for this RFQ will be published at the following website address: https://cpd.wwu.edu/rfq

Design teams 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 above.

PURPOSE OF THE PREDESIGN

This project is to complete a predesign report for the construction of a new Cyber Range and academic building of approximately 40,000 GSF to establish a physical presence for Western Washington University's "Western on the Peninsulas" programs. The primary program planned for the facility is the Cybersecurity program's Cyber Range hardware, administrative functions and staff, as well as other educational programs. The building will enhance the University's ongoing partnership with Olympic College-Poulsbo.

Background: Western on the Peninsulas
Western Washington University (WWU) is firmly committed to helping the State of Washington address the diverse educational needs of Washington residents and making meaningful progress towards the State's goal that at least 70 percent of Washington adults, ages 25–44, will have a postsecondary credential. As part of this commitment, Western's strategic plan recognizes the University's obligation to contribute to future workforce needs by expanding access to degree programs and credentials to place-bound and non-traditional students in the state.

WWU currently offers several degree programs in Bremerton, Port Angeles, and Poulsbo on the Kitsap and Olympic Peninsulas, in partnership with Olympic College and Peninsula College, that are collectively referred to as the "Western on the Peninsulas" programs.

WWU offers educational programs in the following areas:

- Business Administration, B.A.
- Cybersecurity, B.S.
- Early Childhood Education, B.A.E., Early Childhood Education, non-cert
- Educational Administration, M.Ed.
- Educational Administration, Residency Principal Certification
- Education for Inclusive Environments, B.A.E, Teacher Certification & Dual Endorsements in Special and Elementary Education
- Education, B.A.E., Teacher Certification with P-3 teacher certification, Endorsement
- Elementary Education Endorsement
- Environmental Science, B.S.
- Environmental Studies, B.A.
- Human Services, B.A., (Distance Learning Program)
- Multidisciplinary Studies, B.A.
- Special Education Endorsement

Western Washington University is committed to serving the educational and workforce needs of the residents of the Kitsap and Olympic Peninsulas by offering high-demand degree programming via innovative new degree pathways and delivery modalities across the WWU-Peninsulas service region. Over the next ten years, WWU's goal is to dramatically increase student enrollments at WWU-Peninsulas from current enrollments of approximately 150

students to at least 1,000 students through targeted outreach programs to create permanent and sustainable pathways to post-secondary credentials for high school students and working adults, innovative partnerships with Olympic and Peninsula Colleges, and models of delivery focused on serving location-bound and underserved populations.

In response to emerging demand for cybersecurity professionals, Washington State community colleges and Western's College of Science and Engineering are working together in one of the nation's few community-college-to-university cybersecurity program collaborations. Western's BS in Cybersecurity Program is a "2+2" program: Students complete the first two years of the program at a partner community college, earning a Transfer Degree in Cybersecurity. The final two years of the program at Western (currently offered at OC-Poulsbo and Lake Washington Institute of Technology in Kirkland) enables them to complete the requirements for a BS in Cybersecurity. By choosing Western's Cybersecurity bachelor's degree, students get a solid foundation in security principles and computing and learn how to apply these skills in a competitive and expanding field.

In addition to the Cybersecurity program collaboration, Western hosts the Cyber Range Poulsbo at that location. The Cyber Range Poulsbo operation is the primary Washington State Educational Cyber Range which supports cybersecurity education throughout the state, as well as participates in research, outreach, cooperation with industry, and national level cyber security education and support. Currently, Cyber Range Poulsbo provides real-time laboratory experiences for cyber security programs in 14 colleges and universities across the state, including CWU, EWU, UW, Highline, Spokane Falls, Peninsula, Green River, Bellevue, and Lake Washington Institute of Technology, among others, and is in discussions with others. In addition, the Cyber Range supports K-12 instruction throughout the Olympic and Kitsap peninsulas, in Renton, Clover Park, Almira Coulee Hartline, Spokane Valley Tech, and others, by supporting the Civil Air Patrol's Cyber Patriot program. The Cyber Range Poulsbo also supports national programs such as PISCES, which represents a collaboration among education, government, and the private sector. PISCES provides security for small governmental entities while providing students with hands-on, real-world experiences, creating a work-ready pipeline of cyber defenders. In Washington State, PISCES monitors 18 different jurisdictions and has students participating from eight different schools. PISCES is also currently active in Kentucky, Colorado, and Alabama, and is launching capabilities in Montana and Idaho.

Project Intent

The existing academic building on the OC-Poulsbo campus is a 40,000-square-foot facility with multi-use classrooms, computer labs, meeting rooms, a science lab, interactive television classrooms, a learning resource center/library, and the cyber security program including service and equipment space. The existing facility that houses the Western on the Peninsulas programs is shared between Olympic College and WWU faculty and staff and is designed to accommodate approximately 2,000 students per year. Classroom and office space is already limited in the existing OC-Poulsbo facility. The current building lacks adequate capacity for WWU administrative and student support services, including leadership and program

management, financial advising, outreach and admissions counselors, student employees, disability program support, a Veteran's affairs certifying official staff, and additional IT support staff. In addition, Olympic College anticipates the need for increased space at their Poulsbo campus with plans to relocate its allied health degree and training programs from the Bremerton campus to the Poulsbo campus and significantly expand program offerings in the healthcare field. Finally, the existing facility needs substantive repairs due to issues with ongoing water penetration. Short-term and longer-term fixes are under consideration, both of which would require partial if not full suspension of educational programming.

Additional technology-enabled learning spaces are also needed to accommodate future enrollment growth as the number of students attending WWU-Peninsulas increases over the next several years and the breadth of undergraduate and graduate degree programs offered at WWU-Peninsulas expands.

To support and grow the Cybersecurity program, Western built Cyber Range Poulsbo at the WWU Center at Olympic College-Poulsbo to serve as an educational resource for the state of Washington. A cyber range is a secure and controlled virtual environment used for cybersecurity training and cyber technology development. Cyber Range Poulsbo is one of only nine educational ranges in the nation and supports students in cybersecurity programs throughout the state.

Due to the rapid expansion of programs and supporting administrative structures, the Cyber Range Poulsbo operations have outgrown the current facility. This well-established and highly sought-after operation needs a long-term facility and infrastructure solution both to house and provide support for Range operations. The physical infrastructure requirements include a control room, a ready room and main server room, and auxiliary server rooms, all with adequate power and cooling, collaboration spaces for hosting work with private industry on scenario planning, administrative offices for the range master and other support staff, and a SCIF to provide collaborative space suitable for work with local military and Homeland Security partners.

The Cyber Range has undergone dramatic growth in both size and scope and now constitutes a major hub of support for cybersecurity education and innovation for the entire state of Washington, as well as serving as a partner in a major program facilitated by the Department of Homeland Security. The current operations support hands-on live experiences for students from twelve colleges and universities and fifteen public school districts across Washington. As the Cyber Range Poulsbo operations continue to expand, the need to provide infrastructure to support the current operations and additional growth is critical.

At Cyber Range Poulsbo, students of Western's Cybersecurity program and students in other cybersecurity programs in the state can practice:
- Securing servers in a hostile environment
- Network and perimeter defense tools
- Virus testing and analysis

- Penetration testing
- Operational monitoring and detection of network intrusions

The building proposed for this predesign is anticipated to be approximately 40,000 gross square feet designed to house the Cyber Range and other program space for the Cybersecurity program, as well as shared use instructional and collaborative spaces, student services, and administrative functions, including staff and faculty offices.

Project Goals

The project's goals include:

- Assess and analyze current allocations and use of space
- Assess and analyze the site in conjunction with OC-Poulsbo's campus development plan and needs
- Consider and establish sustainability and climate imperative goals for the facility's construction and operations
- Create a strong presence and identity for WWU programs serving communities on the Kitsap and Olympic Peninsulas, and space for dynamic collaboration among students, faculty and staff
- Support students' successful transition from partner colleges to complete their bachelor's degree with Western
- Determine applicable design standards, certification or accreditation requirements, and facility requirements for the new Cyber Range, which will include SCIFs (Sensitive Compartmented Information Facilities)
- Consider facility operational requirements and strategies for a new satellite facility that will be remote from Western's main campus operations

The facility design will be welcoming and inclusive, consistent with Western's ADEI principles.

Funding: This project is funded for predesign and will be seeking State capital funding for design and construction. Western may also consider other funding or grant opportunities to help realize the project during the final design and construction phases. The predesign will establish a total project budget consistent with state OFM predesign guidelines.

SUBMITTAL REQUIREMENTS & SELECTION CRITERIA

- Letter of interest (one 8.5x11 page)

- Cover sheet (1 page), titled as follows:
  PW809 Poulsbo Academic Building Predesign
  Western Washington University
  Consultant Qualifications Response
  [Firm/team name]
  [Submittal date, per deadline listed in Schedule section below]

- Company/team profile (max. 2 pages)
  - Illustrate the team's capabilities in data and space-needs analysis, programming, campus and project planning, and stakeholder engagement that are necessary to perform the services as described in the Scope of Work section above, and to generate a cohesive and legible final deliverable.

- Qualifications narrative and informational graphics, organized in sections addressing each of the following selection criteria items:
  - Proximity of the consultants to the main campus in Bellingham, WA.
  - Qualifications, experience, and expertise of consultant team (partnering firms and individual members) relating to programming and predesigns for higher education projects of similar types and complexity.
  - Diverse Business Inclusion plan that minimally states the percentage planned for each OMWBE certification category and veteran-owned businesses to afford maximum practicable opportunity to participate in this project.
  - Applied knowledge of planning and design of facilities that embody and enhance ADEI principles. Detail ways the firm will enhance and encourage Access, Diversity, Equity, and Inclusion principles in both the process and results of creating the Predesign.
  - Applied knowledge of planning and design of campus facilities and infrastructure that recognizes and addresses the urgency of reversing impacts of the built environment on the global climate and enhances the resiliency of the institution.
  - Applied knowledge of planning and design of facilities that promote human health and wellness, consistent with the principles of the Okanagan Charter, which Western adopted in 2021.
  - Applied knowledge of planning and design of facilities for cybersecurity training and education programs.
- Project experience outline (max. two 8.5x11 or one 11x17)
  - List of up to six projects with similar size and scope that have been successfully completed by your firm, with client references. References should include client names, titles, telephone numbers, and emails. Lists should include:
    - project name
    - project budget
    - project location

- project start and completion dates
- website (if applicable)
- listing of project aspects similar to this project
- References: include their current company or institution, name, title, telephone number, and email

- Qualifications of persons that will perform duties on this project (max. one 8.5x11 per team member), including the following:
  - Role and anticipated responsibilities on this project
  - Anticipated FTE commitment to this project
  - Up to two references per team member (include reference's firm or institution, their title, name, telephone number, and email)

- Insurance forms indicating the firm's ability to provide insurance in the following amounts:
  - Professional Liability Insurance – annual aggregate of $1,000,000.
  - General Liability Insurance – combined single limit of $1,000,000, aggregate limit of $2,000,000.
  - Auto Insurance – combined single limit of $1,000,000.
  - Workers Compensation

  Note: Not maintaining all or part of the insurance described above does not necessarily disqualify a firm from eligibility. Please include a brief written explanation of the reasons for not maintaining such insurance along with your firm's available insurance forms for review by the selection committee.

- Completed Standard Form 254 and 255 or Standard Form 330

SELECTION SCHEDULE

August 3-4, 2023	Advertise RFQ for Design Team
August 13, 2023	Last day for questions regarding RFQ content
August 14, 2023	Target date for final addenda
September 1, 2023	**Consultant team qualifications due**
September 15, 2023	Selection Committee evaluation, creation of shortlist for interactive interviews
September 18, 2023	Send notification of results to all firms. Send interview format and criteria to shortlisted firms.
October 9-11, 2023	Interactive Interviews (Time and location on WWU campus TBD)
October 12-18, 2023	Selection Committee evaluation and scoring
October 20, 2023	Selection approval by Vice President for Business and Financial Affairs
Oct 23-Nov 3, 2023	Negotiate contract and finalize consultant agreement
November 13-17, 2023	BOT delegated approval of consultant agreement
November 20, 2023	Anticipate giving notice to proceed
May 17, 2023	Complete Predesign
June 13, 2023	Board of Trustees approval of predesign document
July 1, 2023	WWU submission of predesign document to OFM