

## ARCHITECTURAL & ENGINEERING SERVICES

Architects, engineers, and related consultants provide services to the University of Washington through the following processes:

**Consultant Roster:** Each year, the University solicits statements of qualifications from consultants to perform the following types of services: architectural, engineering, environmental assessments, cost estimating, constructability reviews and value engineering, schedule analysis, and planning and pre-design studies. Specific information must be included in the statement of qualifications, which are accepted any time during the year through an electronic public owner roster service called the Shared Procurement Portal.

Inclusion on the Roster does not represent a prequalification, and there is no guarantee that any particular firm will actually receive a contract. The University will evaluate qualifications of consultants on the list to select the most qualified consultant for individual projects where the total project cost (design, construction, and other costs) is less than \$4 million. For certain projects, the University will also interview firms as part of the selection process.

**On-Call Master Agreements:** The University periodically advertises in the *Seattle Daily Journal of Commerce* newspaper for on-call consulting services in the following areas: architecture, engineering, hazardous materials, project management/construction management, preconstruction services, and cost review. Multiple qualified firms are selected and a Master Agreement is executed with each. As specific work assignments arise, individual authorizations are executed between the consultant and the University. Most Master Agreements are in effect for 2 to four years and have a maximum dollar amount of work that may be accomplished under the Master Agreement.

**Public Advertisement:** For projects where the total project cost (design, construction, and other costs) exceeds \$4 million, the University will solicit architectural and/or engineering qualifications for the project in an advertisement in the *Seattle Daily Journal of Commerce* newspaper. The University will evaluate the qualifications of those responding to the advertisement and select the most qualified consultant for the project. An interview is part of the selection process for the finalist firms.

**Sub-Consulting:** The University typically contracts with one architectural or engineering firm for each project. Therefore, specialty discipline work related to a project is usually conducted by sub-consultants working for the architect or engineer. Firms who provide these specialty services should establish relationships directly with the architects and engineers under contract with the University to explore sub-consultant opportunities.

**Locations:** The University of Washington's *Capital Projects Office* manages design contracts for facilities at the following locations: Main Campus in Seattle, UW Medical Center, Harborview Medical Center, UW Tacoma, UW Bothell, and Friday Harbor.

**MWBE:** The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE), women business enterprises (WBE), and small businesses in its contracts and through subcontracting and supplier participation. Voluntary goals for most projects are established at 10% for MBEs and 6% for WBEs. However, the University does not require a minimum level of MWBE participation as a condition for entering into a contract.