



Response Due: September 26, 2025

CONSULTANT REQUEST FOR QUALIFICATIONS

THIS IS NOT AN ORDER

Return to:
Eastern Washington University
Purchasing Department
218 Tawanka Hall
Cheney, WA 99004-2410
ATTN: Cody Ross

RESPONSES ACCEPTED UNTIL: September 26, 2025 by 3 PM PST

**Responses must be received on or before
the due date & time at the specified location**

**All correspondence via Email regarding this Advertisement to Cody Ross, Director of Procurement & Contracts at
cross19@ewu.edu ("Advertisement Coordinator")**

Scope of services being requested: EWU is requesting qualifications from qualified firms to develop a Comprehensive Campus Master Plan (CCMP) for Eastern Washington University's (EWU) Spokane and Cheney campuses. This solicitation is seeking qualifications from consultants who are experienced in the planning, development, and assessment of higher education campuses.

EWU, through a consultant, has completed review of the current status of its facilities through a facility condition assessment, space utilization assessment, and campus suitability analysis. EWU is prepared to move into the forward-looking phase of the campus master planning process and is seeking a consultant to lead this process.

The goal of the CCMP is to assist EWU in campus planning over the next ten years. EWU is looking for the consultant to engage in a series of campus discussions to create dialogue about how EWU's physical campus can best serve EWU's strategic plan and student success.

EWU is *not* looking for the consultant to conduct a facilities condition assessment, building predesign, or to develop a sustainability or decarbonization plan. The consultant will be provided with studies already complete in these areas. Items to be incorporated as part of the final CCMP shall include the separate but related studies and analyses listed below.

The consultant team will report regularly to a steering committee comprised of faculty, staff, union representation, student representatives, the Executive Leadership Team, a representative from the Board of Trustees, athletics, facilities, and other stakeholders who have an interest in the University. Robust campus engagement and input should be anticipated throughout the process.

The consultant will lead EWU through a campus framework planning process to establish targets and criteria for future capital plan decision making rooted in EWU's mission and strategic plan in the context of limited resources.

The CCMP document, recognizing the unique natural character of the Cheney area, EWU's current academic offerings in Spokane, the academic program and space needs of EWU, changes in enrollment over the past 10 years and projected into the future, and the larger financial context (including both operational and capital budgets), will evaluate existing conditions and make future recommendations for:

- Evaluation of circulation patterns, services, and destinations most utilized by students
- Evaluation of whether or not EWU's current buildings and use of open space are best serving the needs of EWU's students and, if not, recommendations for change
 - Campus gateways and wayfinding opportunities
 - Access and circulation (including pedestrian, bicycle, emergency, delivery, local bus service, and service)
 - Land use
 - Open space, recreation, and athletics
 - Delineation of distinct campus districts and appropriate development opportunities and constraints within each area
- Campus image and identity
- Parking (including capacity and distribution)
- Consideration for EWU's future capital budget requests for building renovations and demolitions
- Building opportunities and siting locations
- Utilities and infrastructure (including condition, proximity, location, and capacity) for existing campus support and relative to future campus growth. Please refer to specific scope below.
 - Sustainability and decarbonization
 - Physical security and personal safety for students, employees and visitors
 - Potential development priorities, project sequencing, and phasing opportunities for major new buildings
 - Building remodeling, infrastructure, and site improvements
 - Potential physical and programmatic relationships between the campus and city of Cheney
 - Other opportunities and constraints as deemed appropriate by the university.

It is anticipated that the consultant will use a highly interactive, iterative scenario planning approach to test a variety of scenarios for best fit to campus needs and opportunities. The plan will reflect EWU's vision and goals in order to:

- Align EWU's academic and physical needs with its strategic plan, vision, and mission
- Inform future campus development
- Proactively plan future improvements
- Prioritize campus projects
- Secure state funding for construction projects
- Support and coordinate with other EWU studies and initiatives

The consultant will need to consult and incorporate other studies already completed by EWU. These studies should be referenced and relied on in developing the CCMP, but the consultant will not be preparing or amending these studies. These studies include, but are not limited to:

- Strategic Resource Allocation (SRA)
- Strategic Plan
- Decarbonization Plan
- Geothermal GSHP Study
- EWU Sustainability Initiatives
- Climate Resiliency Landscape Master Plan
- Prairie Restoration Project
- Current and planned construction projects
- Housing Plan
- Dining Plan
- Facility Condition Assessments
- Campus Suitability Assessment
- Student Journey Map

Many of these studies are publicly available for review on EWU's RFP website at:

<https://inside.ewu.edu/procurement/doing-business-with-ewu/>. The remainder are either in process or will be provided to the consultant during the course of work in developing the CCMP.

The consultant team will be responsible for handouts, reading material, project updates, and other preliminary material. The consultant team will also be responsible for all presentation materials to be used in any forum, workshop, or meeting conducted. The consultant team will be responsible for facilitation of forums, workshops, meetings, and for the completion of minutes for all forums, workshops, and meetings. The consultant shall establish a master planning web site, Miro Board, or other repository for information and will post materials regularly.

Order of magnitude (ROM) costs will be prepared for the preferred scenarios to allow for comparison within historical financial models. A phased implementation strategy will be developed that identifies specific initiatives and actions; recommends assignment of responsibility to specific university departments; considers operating and capital costs; identifies potential funding sources; evaluates which initiatives and actions are dependent/independent of others; and identifies a realistic time frame for achieving the actions/initiatives.

Content Requirements

The CCMP shall be divided into sections as approved by the University, for publication and distribution. Within such divisions, the consultant shall make evaluations and recommendations for the following topics (final order TBD with owner):

- Assessment of current space usage in Cheney and Spokane
- Campus gateways and wayfinding opportunities
- Land use
- Landscape and open space
- Delineation of distinct campus districts; development opportunities and constraints
- Housing demand
- Potential growth or contraction opportunities
- Building expansion opportunities
- Historic and cultural resources planning
- Parking demand, capacity, and location
- Transportation and circulation planning (vehicles, bicycles, and pedestrians), including transportation between the Spokane and Cheney campuses
- Utility and infrastructure
- Sustainability & Decarbonization
- Building or demolition opportunities
- Development of project sequencing and prioritization including short, mid, and long-range implementation
- Construction phasing opportunities
- Preliminary opinions of project costs

All of the above topics of study shall be key components that comprise the CCMP, but they may be published or referred to as separate pieces or as attachments, as recommended by the consultant team and deemed appropriate by the university. Each study will be reviewed and evaluated separately and as a contributing part of the overall planning effort. The University reserves the right to convene different internal review teams for the different study topics.

After consultant selection, the consultant will propose a work plan; consultant will revise the work plan following review and interaction with the client group regarding the sequence and timing of each deliverable. It is understood that many of these deliverables can be studied simultaneously. The final documents will be the property of Eastern Washington University. The university reserves the right to modify and update the CCMP for future use.

RESPONSE INSTRUCTIONS

RESPONSE DUE DATE: September 26, 2025 by 3 PM PST

COMPLETING RESPONSE

Respondents must provide their qualifications based on the Scope of Services being requested on Page 1 of this Advertisement. EWU is asking bidders to submit hourly rates for key personnel who would be assigned to the project. After reviewing all bid submissions and identifying the apparent successful consultant, EWU will work with the apparent successful consultant to further delineate the requested scope of work and establish a contract based on hourly rates with a not-to-exceed limit. EWU's evaluation process is designed to identify the consultant whose proposal best meets the needs of EWU.

SELECTION CRITERIA

The following criteria will be used to select the Apparent Successful Contractor for this Request.

- Qualifications of Key Personnel
- Previous Performance
- Relevant Experience
- Firm's Ability to Perform

SUBMITTING RESPONSES

Responses are required to be emailed to cross19@ewu.edu. Attach any supporting documentation. Submittals shall be limited to 20 pages, not including the cover page, table of contents, and respondent certifications. The Vendor is responsible for the means of delivering the Response on time. Any Response received after the hour specified in the Request for Qualifications will not be considered. When copies are submitted, an authorized representative must sign the Response and all pages that require signature or initials. Signatures can either be electronic signatures or signed in ink and scanned. Delays due to the methods used to transmit the Response including technological issues will be the responsibility of the Vendor. The Response must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties of delivery. It is recommended to use return receipt in your email program to ensure you have record of delivery.

AMENDMENTS TO SPECIFICATIONS

In the event it becomes necessary to revise any part of this Advertisement, an addendum shall be issued by the Advertisement Coordinator.

RESERVED RIGHTS

Eastern Washington University expressly reserves the following rights:

- A. To reject any and/or all irregularities in the Responses submitted.
- B. To reject any and/or all Responses or portions thereof.
- C. To base awards with due regard to quality.
- D. To make the award to any Vendor whose Response, in the opinion of the Advertisement Coordinator, is the best Response.

SELECTION OF APPARENT SUCCESSFUL CONTRACTOR

The Apparent Successful Contractor shall be announced by the Advertisement Coordinator upon the completion of a Response Opening. This announcement will be provided by email correspondence to all Respondents on the MRSC roster used to generate this Advertisement.

DIVERSE BUSINESS INCLUSION

In accordance with the legislative findings and requirements set forth in chapter 39.19 RCW, EWU encourages participation of consultants and subconsultants certified by the Office of Minority and Women's Business Enterprises (OMWBE), firms certified by the Washington Department of Veterans Affairs (RCW 43.60A.200), and self-certified small businesses (RCW 39.26.005).

PROTEST PROCEDURE

The protest process occurs after the Responses are submitted and evaluated. This allows Respondents to focus on the evaluation process to ensure its integrity and fairness. Protests can raise issues related to the evaluation process as set out in the solicitation or how the process was executed. This allows for evaluation process errors and problems to be corrected before a contract is executed. Protests that do not follow these procedures shall not be considered.

The protest process will meet the following requirements:

1. After the announcement of the Apparent Successful Contractor, Respondents will be offered a debriefing upon written request.
2. Respondents will be given 3 business days after the Apparent Successful Contractor is announced to request a debriefing.
 - A. Discussion at the debriefing conference will be limited to the following:
 - i. Evaluation and scoring of the Contractor's Proposal;
 - ii. Critique of the Response based on the evaluation;
 - iii. Review of Contractor's final score in comparison with other final scores without identifying the other Respondents.
 - B. Comparisons between Responses or evaluations of the other Responses will not be allowed.
 - C. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.
3. Respondents are required to participate in a debriefing as a prerequisite for submitting a protest.
4. Respondents will be given 2 business days after their debriefing to file a written protest.
5. The protest process will allow Respondents an opportunity to submit a protest based only on the following:
 - A. A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
 - B. Errors in computing the scores; or
 - C. Non-compliance with procedures described in the solicitation document or EWU protest process.
6. Protests are to be submitted to the EWU Director of Procurement and Contracts and the Advertisement Coordinator.
7. A written response within 10 business days from receipt of the protest, unless additional time is needed. The protesting Respondents shall be notified if additional time is needed.
8. The final determination of the protest shall:
 - A. Find the protest lacking in merit and uphold EWU's action; or
 - B. Find only technical or harmless errors in EWU's acquisition process and determine EWU to be in substantial compliance and reject the protest; or
 - C. Find merit in the protest and provide EWU 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.

The protest decision is final. If a protesting Respondent does not accept the protest response, the Respondent may try to seek relief from superior court. If EWU determines that the protest is without merit, EWU will enter into a contract

with the Apparent Successful Contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

EXHIBIT A: RESPONDENT CERTIFICATION

Respondent makes the following certifications and assurances as a required element of the Proposal 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:

1. Respondent declares that all answers and statements made in the Proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, Respondent may freely join with other persons or organizations for the purpose of presenting a single Proposal.
3. The attached Proposal is a firm offer for a period of 90 days following the due date for receipt of Proposals, and it may be accepted by EWU without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90-day period.
4. In preparing this Proposal, Respondent has 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, Respondent has described them in full detail on a separate page attached to this document.
5. Respondent understands that EWU will not reimburse Respondent for any costs incurred in the preparation of this Proposal. All Proposals become the property of EWU, and Respondent claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
6. Respondent agrees that submission of the attached Proposal constitutes acceptance of the solicitation contents and the attached sample Contract and general terms and conditions. Respondent also states that, unless required by law, it has not disclosed its prices and/or cost data which have been submitted with its Proposal to any competitor or other Respondent and will not make any such disclosure prior to an/the Apparent Successful Respondent being selected. If there are any exceptions to these terms, Respondent has described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.
8. Respondent grants EWU the right to contact references and others, who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this Competitive Solicitation
9. **Wage Theft.** I/we certify as follows:
☐ This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW Chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced solicitation date.
OR
☐ This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW Chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced solicitation date.
10. **Supporting Worker's Rights.** I/we certify as follows:
☐ This firm does NOT require its employees to sign, as a condition of employment, mandatory individual arbitration clauses and class or collective action waivers.
OR
☐ This firm DOES require its employees to sign, as a condition of employment, mandatory individual arbitration clauses and class or collective action waivers.
11. **Debarment.** I/we certify as follows:

☐ **NO DEBARMENT.** Respondent and/or its principals are not presently nor has ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity within the United States.

OR

☐ **DEBARRED.** As detailed on the attached explanation (Respondent to provide), Respondent and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity within the United States.

12. **Criminal Offense.** Respondent (including Respondent's officers) certifies as follows:

☐ **NO CRIMINAL OFFENSE.** Respondent has not, within the three (3) year period preceding the date of this Competitive Solicitation, been convicted or had a civil judgment rendered against Respondent for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Respondent further certifies that it is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph.

OR

☐ **CRIMINAL Offense.** As detailed on the attached explanation (Respondent to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Respondent has been convicted or had a civil judgment rendered against Respondent for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

13. **Taxes.** Respondent certifies as follows:

☐ **TAXES PAID.** Except as validly contested, Respondent is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.

OR

☐ **DELINQUENT TAXES.** As detailed on the attached explanation (Respondent to provide), Respondent has not paid or arranged for payment of all taxes due to the State of Washington and/or has not timely filed all required returns and reports as applicable.

14. **Financially Solvent.** Respondent certifies as follows:

☐ **FINANCIALLY SOLVENT.** Respondent is financially stable and solvent, has adequate cash reserves to meet all financial obligations, has not commenced bankruptcy proceedings voluntarily or otherwise, and is not subject to any judgments, liens, or encumbrances of any kind affecting title to any Goods or Services that are the subject of this Competitive Solicitation.

OR

☐ **NOT FINANCIALLY SOLVENT.** As detailed on the attached explanation (Respondent to provide), Respondent is not financially stable and solvent – i.e., Respondent does not have adequate cash reserves to meet all financial obligations, has commenced bankruptcy proceedings voluntarily or otherwise, or is subject to a judgment, lien, or encumbrance that affects title to the Goods or Services that are the subject of this Competitive Solicitation.

15. **Contract Termination for Default or Cause.** Respondent certifies as follows:

☐ **NO TERMINATION FOR DEFAULT OR CAUSE.** Respondent has not, within the three (3) year period preceding the date of this Competitive Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

OR

☐ **TERMINATION FOR DEFAULT OR CAUSE.** As detailed on the attached explanation (Respondent to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Respondent has had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

16. **Authorization to Conduct Business.** Respondent certifies as follows (must check one):

☐ **CURRENT AUTHORIZATION.** Respondent has completed all required filings and/or registrations required of Respondent to conduct business in the State of Washington, and the state where Respondent is registered if different from the State of Washington and registration is required. If Respondent has a Unified Business Identifier (UBI) number, Respondent's UBI number is: _____.

OR

☐ **RESPONDENT WILL RECEIVE AUTHORIZATION.** As detailed on the attached explanation (Respondent to provide), Respondent has not currently completed all required filings and/or registrations to conduct business in the State of Washington and/or the state where Respondent is registered, if different from the State of Washington, but

Respondent will complete all necessary filings and/or registrations within twenty-four (24) hours of designated as the/an Apparent Successful Respondent by EWU, and will provide proof of such to EWU. Failure to provide evidence of required registrations within said twenty-four hours will result in Respondent being deemed a nonresponsive Response.

OR

☐ *RESPONDENT IS NOT AUTHORIZED.* Respondent has not completed all required filings and/or registrations required of Respondent to conduct business in the State of Washington, and the state where Respondent is registered, if different from the State of Washington. Note: EWU requires all awarded Respondents (including Washington firms and out of state firms) to be authorized to conduct business in the State of Washington, and their home state, if different from the State of Washington. Respondents who are not so authorized will not be awarded a Contract.

17. Respondent (circle one) is/is not submitting proposed Contract exceptions (See Section 16 above, Contract and General Terms & Conditions). If Contract exceptions are being submitted, Respondent has attached them to this form.

On behalf of the Respondent submitting this Response, my name below attests to the accuracy of the above statements. Respondent is submitting a scanned signature of this form with its Response.

Signature

Date

Name

Title