

EASTERN WASHINGTON UNIVERSITY

2023 Annual Advertisement to Architectural/Engineering Consultants Request for Qualifications

Eastern Washington University (EWU) Construction and Planning Services is requesting submittals of qualifications for acceptance on the Architectural/Engineering Consultant Roster. This is a central file that is used to select architectural/engineering consultants based on qualification in lieu of a bidding process for public works projects with an estimated fee for services under \$350,000.

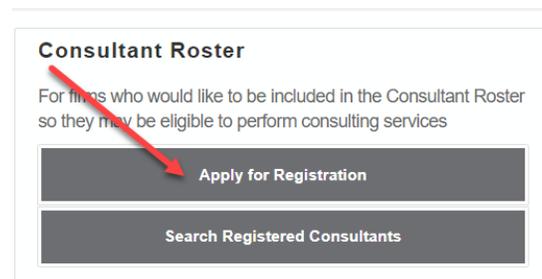
All entities interested in doing business with Eastern Washington University - Construction and Planning Services on Public Works projects are encouraged to register and submit an application including all required documents.

Firms who have previously been on the EWU Consultant Roster need to re-apply using the B2Gnow system, ensuring all information and experience is up to date in order to be considered for work at the University.

Selection: Inclusion in the roster does not represent a guarantee that a particular firm will receive a contract for services. EWU will evaluate qualifications of consultants on the roster to select the most qualified consultant for individual projects.

B2Gnow Online Consultant Roster Form: In order to be considered for consulting services, consultants must complete the following:

1. Register with B2Gnow at <https://ewu.gob2g.com/>
2. Apply for Registration on the Consultant Roster
 - a. Complete the Consultant Roster Application
 - b. Upload the following documents:
 - i. Letter of Interest
 - ii. Form W-9
 - iii. Washington State Business License
 - iv. Federal Standard Form 330
3. *Qualifications may be submitted electronically at any time during the year*



Instructions for using the B2Gnow system can be found at the following link: <https://ewu.gob2g.com/>. For additional information regarding consulting services at EWU select the 'Our Main Site' link at the top of the page.

This web-based system tracks the participation of **Diverse Business Enterprises (DBE)** on public works projects. Registration is required.

Diverse Business Enterprises (DBE)

Please indicate if you identify as a small business, minority-owned business, women-owned business, and other historically marginalized businesses, herein referred to as Diverse Business Enterprises (DBE). DBE includes any entity licensed to do business in the State of Washington, including a corporation, partnership, sole proprietorship, or other legal entity that meets any of the following:

Certified Business Enterprise (CBE): Any business enterprise certified with the Washington State Office of Minority and Women's Business Enterprises.

Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTBE): More than 50% owned and controlled by at least one person who is a member of the LGBT community.

Minority Business Enterprise (MBE): More than 50% owned and controlled by at least one person who is a member of one or more of the following minority groups:

- Asian Pacific American
- Black American
- Hispanic American
- Native American
- Subcontinent Asian American

Minority Women's Business Enterprise (MWBE): More than 50% owned and controlled by at least one woman who is a member of one or more of the above minority groups.

Small Business Enterprise (SBE): A business entity that: Can attest that it is owned and operated independently from all other businesses and; Conforms to the U.S. Small Business Administration Size Standards of the North American Industry Classification System (NAICS) Codes in which it is to be engaged at EWU; or is certified with the OMWBE.

Veteran's Business Enterprise (VBE): Certified with the Washington State Department of Veteran's Affairs (DVA).

Women's Business Enterprise (WBE): More than 50% owned and controlled by one or more women.

Questions about the University's use of the Roster may be directed to **Jacquelyn Early** at (509)359-6746 or jearyl2@ewu.edu

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