

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **February 17th, 2023 prior to 2.00pm**

Pre-design Services Required for Project No. 2023-302: Statewide Inpatient Psychiatric Unit for, Department of Corrections, Washington State Penitentiary, Monroe Correctional Complex, and/or another location to be determined.

Scope of Work

This Request for Qualifications is for the purpose of selecting a consultant for Pre-design Services for the Statewide Inpatient Psychiatric Unit located at Walla Walla, Monroe, and/or another location within WA. This scope of work includes Pre-design services only.

Pre-design studies to evaluate locations, explore alternatives, develop cost estimates, and provide other analysis needed to design a 16-40 bed inpatient treatment unit to be located at one of the Department of Correction's existing prison campuses.

Description of Facility

The Legislature and the Governor are seeking to transform the state's mental health care system. As a member of this community, DOC requires inpatient psychiatric units to provide incarcerated individuals suffering from mental illness a full continuum of mental health and psychiatric care. Existing DOC facilities lack the requisite staffing, space configuration, and specialized equipment to serve these individuals.

This Project funding for Pre-Design and only in the 2023-2025 biennium with Construction and Design Services funding anticipated in future biennia.

Project Goals

- *This project provides a unique opportunity to further ensure Department of Corrections mission of "To improve public safety by positively changing lives" and its vision of "Working together for safer communities".*
- *Identify a construction site/location for a DOC incarcerated individual Psychiatric Unit*
- *Provide options with feasibility and cost studies.*
- *Identify facility requirements that create a built environment which improves mental health treatment in Washington's corrections system.*
- *Reduce recidivism and decrease prison violence.*
- *To guide the future Psychiatric Unit to the best and most accessible paths and opportunities to meet all LEED and Zero Net Energy goals.*

Submitting firms should have a strong background in the innovative design of Architectural, Civil, & Structural disciplines; also, a familiarity with American Correctional Association Standards. Firms should also be well versed in multi-phased State agency construction, the

State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, and the process to achieve LEED Silver or better certification.

Project-Specific Information

Monroe Correctional Complex (MCC) is located near HWY 2 on 177th Ave. in Monroe with varying levels of custody with capacity for 2,400 individuals.

Washington State Penitentiary (WSP) is located near HWY 12 on 13th Avenue in Walla Walla with varying levels of custody with capacity for 2,439 individuals.

Site plans of MCC and WSP have been included for reference.

Anticipated Selection Schedule

RFQ Notice Issued	Wednesday February 1 st , 2023
Informational Meeting	Wednesday February 8 th , 2023, at 10:00 AM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of February 27 th ,2023
Interview Period	Week of March 13 th ,2023
Firm(s) Selected and Announced	Week of March 20 th ,2023
Agreement(s) Executed	April 2023

Informational Meetings and Site Tours

An informational meeting and site tour will be held **remotely** for this project.

Date/Time	Video Teleconference Meeting Links / Call In Information
<p>February 8th, 2023 at 10:00 am PST</p> <p>A site tour will not be held following the remote informational meeting.</p>	<p>Click here to join the meeting Meeting ID: 223 643 524 845 Passcode: SupMmj Download Teams Join on the web Or call in (audio only) +1 253-372-2181,,246701210# Phone Conference ID: 246 701 210#</p>

Firms who have previously not performed business with the state are encouraged to attend. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meeting.

For directions for the pre-submittal informational meeting and site visit, please contact the DES/DOC project manager at justin.fiess@doc1.wa.gov.

Submittal Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2023-302: SW Inpatient Psychiatric Unit
 - Department of Corrections, Washington State Penitentiary/Monroe Correctional Complex
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- RFQ Attachment 0 (see description below, not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Life Cycle Cost Analysis Experience
- Sustainable Design Experience
- Past Performance
- Other criteria, optional
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

RFQ Attachment 0 must identify the Designated Point of Contact, contact information, and address for the Firm. Attachment 0 must be situated behind a Title Cover or Cover Letter AND before any table of contents.

Maximum Page Count and Additional Content:

SOQs must not exceed fifteen (15) single sided pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Attachment 0 Form
- Attachment 2 Federal SF330 (Part II only) Form

When 11"x 17" size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

Amendments to this Notice

Refer to the DES website for amendments to the published public notice and/or RFQ (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>). It is the responsibility of the interested firms to track and obtain amendments.

How to submit the Statement of Qualifications (SOQ)

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions **two (2) business days prior to the SOQ due date**. *Your SOQ does not need to be uploaded at the time access is given.*

If you have trouble accessing the upload instructions, please contact Angeline Ernst via email: angeline.ernst@des.wa.gov

Failure to submit the SOQ by the specified date and time above will render the SOQ as non-responsive to this notice and rejected by DES for consideration. Failure to adhere to the submittal requirements may also render the SOQ as non-responsive to this notice and rejected by DES for consideration.

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection committee as determined by DES. This committee will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

<p>Qualifications of Key Personnel Identify specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how each individual's professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.</p>	<p>20 points</p>
<p>Relevant Experience Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe attributes of past projects that have met goals similar to the Owner's goals for this project. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.</p>	<p>25 points</p>
<p>Life Cycle Cost Analysis Experience Describe the Proposer's experience with utilizing the Office of Financial Management's (OFM) 'Life Cycle Cost Tool' (or similar process) for project analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities .</p>	<p>25 points</p>
<p>Sustainable Design Experience</p>	<p>10 points</p>

This project will achieve a minimum LEED silver certification. Explain the Proposer's philosophy and approach to sustainable design. Identify examples of strategies the Owner might consider to successfully direct the project to achieve LEED Silver or better certification.	
Past Performance Describe the approach the Proposer might utilize to achieve and maintain Owner's project scope, schedule and budget. Describe performance and client satisfaction on previous projects, preferably completed in the last five years. This criterion may apply to any relevant project experience of the candidate, and may include response rates for adherence to project schedules, contractor Requests for Information (RFI's) and shop drawing and submittal review, design error and omission change order rates, and adherence to requirements and protocols in the administration of agreements and amendments.	20 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (highest ranked firms) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 30 Minutes)
- Question and Answer (Q&A) Period (Maximum: 15 minutes)
- Firm Closing Statements (Maximum: 5 Minutes)

Remote Interview (Video Teleconference) Considerations:

A meeting link and passcode for accessing the oral interview will be provided to each top-listed firm following completion of Phase 1 Selection.

Weighted evaluation criterion for the Phase 2

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	20 points
Project Approach: Understanding of this project Challenges & Opportunities	10 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	20 points
Sustainable Design and Net Zero Experience	10 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

Additional Considerations for Selection

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form. A complete Diverse Business Inclusion Plan will be submitted to the DES Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged.

Aspirational Goals

The Governor's Office's aspirational goals for diverse business inclusion are:

10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

5% Washington Small Businesses self-identified in the Washington Electronic Business Solution <https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips> (WEBS).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or 360.664.9750 or www.omwbe.wa.gov,
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or 360.999.7667 or charles.wilson@des.wa.gov
- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or www.dva.wa.gov

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on

the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

1. **Definition of “strength” and “weakness”:**

- a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence, and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
- b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence, and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.

2. **Scoring:**

- a. **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. ***To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.***
- b. **Good** (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. ***To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.***
- c. **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- d. **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
- e. **Non-Responsive:** Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

Other Information

The successful most-highly qualified firm will be expected to enter upon DES’ standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm. A copy of the standard agreement may be found here: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services for this project beyond those services advertised above.

The state also reserves the right to terminate negotiations with the successful most-highly qualified firm, if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All firms responding to this solicitation are encouraged to register in Washington’s Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject public disclosure according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline Ernst at 360.480.1071 or via email at: Angeline.ernst@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Justin Fiess, 360.890.5289, justin.fiess@doc1.wa.gov.

Attachments

- A. SOQ Upload Instructions
- B. Attachment 0 (Point of Contact page)
- C. Federal Form 330
- D. Diverse Business Inclusion Plan