

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **August 10, 2023 prior to 2:00 pm PST**

Pre-Design Services Required for Project No. 2023-500: WSCJTC Relocation-Expansion for the Washington State Criminal Justice Training Commission (WSCJTC), 19010 1st Ave. South, Burien, WA 98148.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the WSCJTC Relocation-Expansion currently located at the Main Campus in Burien, WA. This scope of work includes predesign services only.

The current funding is provided for a predesign for alternatives including the renovation of the Burien campus. The current funding authorized by the legislature as part of the 2023-25 Capital Budget is \$500,000 and the commission must complete the predesign no later than June 30, 2024. The overall target for this construction project is planned for \$70,000,000. Consultants will utilize the 23-25 Predesign Manual.

The Predesign must include an option for renovation of the Burien Campus that:

1. Assesses the current condition of each building on campus, including an evaluation of major mechanical systems, building envelope, roofing, and energy upgrades.
2. Assesses the viability of renovating each building on campus to meet the training needs of the commission and recommends whether each building should be renovated, demolished, or rebuilt.
3. Recommends the placement and construction of any new buildings or structures on campus, which may include repurposing of the track, to meet the demands of the commission.
4. Prioritizes each of the recommendations listed previously and provides justification, estimated time of construction, and cost for each. Recommends a phased construction schedule over the next two or three biennia with a target total budget of \$100,000,000 for each alternative.
5. Recommends mechanisms that will enable the commission to maintain training capacity during the course of construction. In addition to phased construction, recommendations may include the use of temporary modular buildings on the Burien campus or the use of leased space.

As part of the predesign process, the commission shall also:

1. Address the extent to which regional training centers will be used as long-term delivery mechanisms to deliver trainings around the state. The commission must include information

regarding the current or proposed training location; facilities available or proposed to be provided at the regional location; type and target number of classes and students; and the cost or anticipated cost of the facilities.

2. Collaborate with the department of corrections and the Washington State Patrol to identify and evaluate options for co-locating training facilities and maximizing efficiencies in space usage. The commission shall consider where cost efficiencies and mutually beneficial shared arrangements for training could occur, including the possibility of a regional training facility or expanded tactical training at the Washington State Patrol academy in Shelton.

Description of Facility

During the past seven years, the WSCJTC has received an average of 552 applications per year. The WSCJTC received 564 new applications in FY2022 and estimates we will receive 600 new applications in FY2023. The WSCJTC needs a minimum of 20 Basic Law Enforcement Academy (BLEA) classes per year to train 600 students, to keep up with the demand and eliminate a several-month waitlist for BLEA. Without the increased capacity, the WSCJTC will not be able to meet stakeholders' needs with the growing demand for peace and corrections officer training. Currently, the majority of classroom space is used by the BLEA, leaving little room for the Corrections Officer Academy (COA), Juvenile Detention Training, the Peace and Corrections Officer Law Enforcement Equivalency Academy. In addition, currently there are 224 BLEA recruits and 137 COA recruits waiting to start a class. Registration wait time is currently 7 and 12 months for BLEA and COA, respectively. Without increased capacity, quality of training is also highly affected due to classroom size; small spaces with more students, classrooms without state-of-the-art technology, older buildings with old equipment all affect the ability to meet the demand for more recruits and quality training. Without increased training capacity, local law enforcement, corrections agencies, and the community will be affected. The current facility WSCJTC uses an old church built in the 70's or early 80's. The training needs of WSCJTC have outgrown the capacity of the facility and it makes it more difficult to properly train recruits and officers attending advanced law enforcement training. When the site was purchased, WSCJTC provided 10 - 12 training classes per year, however the need for more classes has increased significantly over the past 10 years. In 2023, to meet local agencies training needs, WSCJTC requested 20 BLEA classes be held in Burien in which the legislator granted. The increase in BLEA classes is also impacting other training at WSCJTC. WSCJTC's preferred solution is to relocate our training facility to a campus location that meets the intent as described in the most current WSCJTC Capital and Functional Needs Study dated April 21, 2022. The WSCJTC has looked at rebuilding on its current 36-acre site, relocating to an alternate campus like the Weyerhaeuser Building located in Federal Way, Washington, and having two storage warehouses redesigned into a training facility. The rebuild of the current Burien site would require WSCJTC to relocate during construction to make sure training of the recruits and others is not impacted. With the price for warehouse space in Auburn it will be expensive to lease or own and the cost of remodeling would be high. An alternate like a Weyerhaeuser site would have the square footage needed in existing buildings that can be remodeled to meet WSCJTC's needs today and for future growth. An alternate location like a Weyerhaeuser site also gives the state the opportunity to co-locate with Department of Corrections, WSP, a college or other state agencies on the same campus.

The preliminary Maximum Allowable Construction Cost (MACC) for the recommended project is \$70,000,000. This Project is pending phased funding for Design and Construction that will be requested in the 2025-27 Capital Budget and may continue to future biennia.

Project Goals

- *This project provides a unique opportunity to bring academic, professional-technical and criminal justice training, standards, and officer certification together in a single building to increase student success, achievement and follow-on community engagement activities.*
- *Develop an environment that encourages active learning, research and innovation in spaces designed for group work, collaboration, confidential activities promoting inter-agency synergy.*
- *Formal and informal gathering spaces will promote the continuous review and improvement of training curriculum and delivery methods to ensure alignment with training capacity to meet and support expectations of the state and communities which the agency serves.*
- *Enable students and staff the opportunity to use the latest learning techniques, tools, available technology, and facilities to support the agency mission.*
- *Providing expanded, up-to-date facilities for law enforcement and corrections programs will strengthen the agency's vision to ensure advance standards of excellence within criminal justice professions so the people of Washington state live in safe and secure communities.*
- *The center will increase social equity by **removing barriers to ADA** and bringing learners from multiple programs together as a community.*
- *The building will meet the client's long term commitment to environmental stewardship.*

Submitting firms should have a strong background in OFM Predesigns, *facilities and campus development, and AHJ code requirements*. 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

Reference Documents:

Campus Map

WSCJTC Capital and Functional Needs Study – April 21, 2022

Anticipated Selection Schedule

RFQ Notice Issued	July 20, 2023
Informational Meeting	August 1, 2023 at 1:00 PM PST
Site Tour	August 3, 2023 at 10:00 AM PST
Statement of Qualifications (SOQ) Due	August 10, 2023 at 2:00 PM PST
Short-listed firms selected and notified	August 22, 2023
Interview Period	September 7, 2023
Firm(s) Selected and Announced	September 8, 2023
Agreement(s) Executed	Late September 2023

Informational Meetings and Site Tours

An informational meeting will be held **remotely** for this project. A separate site tour will be available at the Burien campus. See below for days and times of each.

Date/Time	Video Teleconference Meeting Links / Call In Information
<p>Informational Meeting: August 1, 2023 at 1:00 pm PST</p> <p>An additional site tour will be offered on August 3, 2023 at 10:00 am PST (see below for further information).</p>	<p>Click here to join the meeting Meeting ID: 261 219 099 761 Passcode: agZabb Download Teams Join on the web Or call in (audio only) +1 564-999-2000, 735287784# Phone Conference ID: 735 287 784#</p>

A site tour will be held on August 3, 2020 at 10:00 am. Representatives from DES and the WSCJTC will meet at the Facilities Warehouse Annex, and will provide access to the project site. Please refer to the attached campus map.

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 project manager at (360) 819-3240 or jeff.gonzalez@des.wa.gov.

Addenda to this Notice

It is the responsibility of the interested firms to track and changes to this solicitation. Refer to the DES website any addenda 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>).

Submittal Maximum Page Count and Additional Content

SOQs must not exceed twenty (20) 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
- Consultant Selection Contact 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.

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. 2023-500: WSCJTC Relocation-Expansion
 - WSCJTC – 19010 1st Ave. South, Burien, WA 98148
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- Consultant Selection Contact Form (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
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, and address the Firm. Form must be situated behind a Title Cover or Cover Letter AND before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page.

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page.

How to submit the Statement of Qualifications (SOQ)

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/754402881cab47208d80ed7bc1bdfcab>

This link will be active until the submittal deadline, at which point the upload access will be removed.

If you have trouble uploading or would like confirmation of your upload, please contact Angeline (Ernst) Butros via email: angeline.butros@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.

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section

(<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

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 panel as determined by DES. This panel 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>30 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>10 points</p>
<p>Sustainable Design Experience 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.</p>	<p>10 points</p>
<p>Past Performance Describe the approach the Proposer might utilize to achieve and maintain Owner’s project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed Owner’s project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the</p>	<p>30 points</p>

interrelationship of successful management of scope, schedule, and budget creates successful projects.	
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Based on each score, each SOQ will be ranked and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

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 (30 Minutes)
- Question and Answer (Q&A) Period (25 minutes)
- Firm Closing Statements (5 Minutes)

Remote Interview (Video Teleconference) Considerations:

A meeting link 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	15 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	15 points
Project Approach: Understanding of this project Challenges & Opportunities	30 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	10 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.

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 to public disclosure, at the conclusion of the selection process, according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline (Ernst) Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Jeff Gonzalez, (360) 819-3240, jeff.gonzalez@des.wa.gov.

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