

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: May 5, 2016

CONSULTANT SERVICES REQUIRED for **Project No. 2016-440; CSTC: Additional CLIP Capacity; Department of Social and Health Services (DSHS) for the Child Study and Treatment Center (CSTC), Lakewood, Washington.** CSTC is located on the eastern portion edge of the Western State Hospital campus. This project is a predesign for a new 18 bed, approximately 5000 s.f. housing and treatment facility for children and adolescents with significant mental health diagnoses. DSHS reserves the option to proceed to design with the selected consultant team immediately upon approval of the predesign document.

Scope of Work

Child Study and Treatment Center is Washington State's only state-operated psychiatric hospital for children and adolescents ages 5 to 18 years. CSTC is part of the Children's Long Term Inpatient Program (CLIP) and provides 47 of the state's 83 beds. CLIP services, funded by Federal and State Medicaid dollars, are provided for voluntary and civilly committed youth with mental health diagnoses. In addition, CSTC provides Court ordered forensic services for juveniles.

This project is to perform a predesign study, including a detailed functional program and life cycle cost analysis, for a new 18 bed secure CLIP facility to address the treatment needs of highly aggressive youth. In addition to the 18 sleeping rooms, the unit will contain areas for group and individual treatment and activities as well as support spaces and offices for onsite staff. Surfaces and finishes must be durable and withstand extreme abuse. Upon approval of the predesign study, DSHS may choose to continue with the selected team for the design of this facility. Construction is pending funding in a subsequent biennium.

Anticipated MACC for this facility is projected between 4 and 6 million dollars. Completion and approval of the predesign study must occur prior to September 1, 2016 for construction to be included in the 2017-2019 biennial budget request.

There will be an **Informational Meeting** for this request on:
April 21, 2016 at 10:00am at

Child Study and Treatment Center
8805 Steilacoom Blvd SW, Lakewood, WA. 98498
Administration Building
Contact: Penny Koal, 360-902-8156 or penny.koal@dshs.wa.gov

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

- Qualifications of Key Personnel including major subconsultants (**25 points**);
- Project Understanding and Approach (**30 points**);
- Relevant Experience (**20 points**). Please include current contact information for references and to substantiate relevant experience.
- Capacity and Cost Control (**15 points**)
- Diverse Business Inclusion Plan (**10 points**)

Other Information

The Agreements for Consultant services will be the standard Office of Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

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

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 beyond those services advertised above.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE, 8% WBE, 5% Washington Small Business and 5% Veterans owned businesses. Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include diverse business participation, but a Diverse Business Inclusion Plan is required. A/E's may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov,
- For small business information: Servando Patlan, Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.407.9390 or servando.patlan@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit required number of Statements of Qualifications, six (6) paper copies and one (1) electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASReferenceFile.aspx>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.

- Consultant Selection Diverse Business Inclusion Plan Criteria may be found at: <http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>
- No more than twenty (20) sheets total at 8 ½ X 11 size sheets, printed on front and back
 - Federal for SF330 is NOT included in the 20 sheet count
 - Covers, dividers, and tab sheets are not included in page count total
 - Note, 11”x 17” fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Luda Rybalchenko
Department of Social and Health Services
Operations Support and Services Division/Office of Capital Programs
1115 Washington St. SE, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 45848, Olympia, Washington, 98504-5848 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than May 5, 2016, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Luda Rybalchenko at rybalLX@dshs.wa.gov

For project questions please contact the Project Manager, Penny Koal at penny.koal@dshs.wa.gov or 360-902-8156

NO FAXED OR E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the Consultant Selection Board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for the week of May 30, 2016 at Lakewood, WA.

Firms will be notified of the selection results the second week of June, 2016.

The State of Washington is an affirmative action employer. All submittals become the property of the State.