

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: September 21, 2021 prior to 2:00 pm

Pre-Design Services Required for Project No. 2022-081: Center for Technical Education and Innovation for, Wenatchee Valley College, 1300 5th Street, Wenatchee WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Pre-Design Architectural Services for the new Technology Education and Innovation Center located at 1300 Fifth St, Wenatchee WA.

This project proposes to replace three existing facilities, Batjer Hall, Refrigeration Technology, and Industrial Technology, with one 69,980 square foot modern building, employing state-of-the-art technical education learning facility that attracts students and industry. The facility will be designed to maximize the concept of “shared resources”. Emphasis will be on creating a collaborative center that engages and connects students, parents, instructors, and local industry into the learning process.

The College anticipates the project to be funded through the State’s capital budget appropriation process over the course of two biennia, with Predesign and Design funds requested for the 2019-21 biennium and Construction funds requested for the 2021-23 biennium.

Description of Facility

The proposed solution is to replace the three outdated facilities with a new 69,980 square foot Center for Technical Education and Innovation (CTEI). The modern and agile facility will fully support collaboration and career connectivity through the guided pathways methodology. The project will include space and infrastructure to effectively serve the rural district through face-to-face, hybrid, and distance learning opportunities.

The new building will house an advising station, networking areas, an industry training room, specialized labs with relevant equipment, necessary infrastructure, state-of-the-art classrooms, and collaboration areas. It will provide students with the necessary resources to achieve solid learning outcomes. A focus will be placed on creating modular adaptable labs and learning spaces that allow for hands-on, interdisciplinary, and project-based learning. Additionally, the facility will overcome traditional separation of programs through transparency, displaying student work, and the integration of industry into the learning process. Space will be available for celebrating program success and showcasing the rewarding careers WVC’s technical education programs offer. Moreover, informal learning environments will be strategically placed throughout the facility to maximize ongoing mentoring, advising, and

networking. The faculty section of the new building will house offices that provide high-touch and guided pathways advising that will offer options for students accustomed to different cultures of education. The Center for Technical Education and Innovation will contain the infrastructure necessary to incorporate future technological advancements to better meet the unforeseen higher education needs of tomorrow.

Project Goals:

Creating a Center for Technical Education and Innovation is WVC's number one facility master plan priority. The project's goals to focus on:

Goal 1: Enhance Student Success

In addition to physical space state-of-the-art technology will be employed to provide a wide spectrum of educational models to encourage degree completion. These methods will especially benefit non-traditional students by working to eliminate barriers that impact attendance or degree completion.

Goal 2: Increase community engagement and expand partnerships for collaboration

Strengthen community partnerships by creating space for students and instructors to interact with industry professionals in the learning environment and alongside cutting edge technology. Focus on strengthening its partnerships with K-12, Tribal education agencies, and higher education throughout the region, thus improving feeder programs and long-term educational pathways.

Goal 3: Encourage enrollment by creating a campus that students are proud of

The creation of welcoming social spaces to provide greater connectivity between students and faculty from across disciplines (campus-wide). The transparency provided through strategically placed glazing and video monitoring for remote observation will allow for inquiry, excitement, and promotion of the programs.

Goal 4: Integrate and institutionalize diversity and globalism throughout the College

The new facility will help cater to those from diverse cultural backgrounds by providing support services to ensure course success and degree completion. WVC serves a diverse population of students varying in age and ethnic background.

Goal 5: Sustain environmentally sound College operations

The College intends to design a facility that is highly flexible, adaptable, and sustainable and will include participants from several local utilities, community development agencies, students, end users and operations and maintenance in that effort. The new facility will meet or exceed LEED Silver certification and will feature low-emitting materials, space for green vehicles, energy and water efficiency, and the use of natural daylight. During the design phase, the College will explore alternative and renewable sources of energy such as passive heating and cooling, geothermal technologies and solar.

Submitting firms should have a strong background in the innovative design of health educational environments that incorporate both in-person and virtual learning settings. 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.

Selection Process and Timeline

Firms will be selected in a two-phase process:

Phase 1 – a selection panel will score and rank firms, then short-list top-ranked firms based on submitted information.

Phase 2 - oral presentations/interviews and Diverse Business Inclusion Plans of short-listed firms.

RFQ Release	August 18, 2021
Informational Meeting	August 26, 2021 at 2:00 PM
Statement of Qualifications (SOQ) Due	September 21, 2021, prior to 2:00 PM
Short-listed firms selected and notified	October 4, 2021
Interview Period	Week of October 11, 2021
Firm(s) Selected and Announced	Week of October 18, 2021
Agreement(s) Executed	Week of October 25, 2021

Informational Meeting

There will be an informational meeting for this request, held via Zoom. Consultants 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.

August 26, 2021 at 2:00 pm

Eric Lester – Project Manager – 360-480-3281 – eric.lester@des.wa.gov

Rich Peters – Director of Facilities and Operations – 509-387-0145 - rpeters@wvc.edu

Date/Time	Zoom Meeting Links / Call In Information
<u>August 26, 2021 at 2:00 PM</u>	<p>https://des-wa.zoom.us/j/92604549211?pwd=QjA2QU1nWDZIRHdpSXRWamM0OFZ5dz09</p> <p>Meeting ID: 926 0454 9211 Password: 962743</p> <p>Other ways to connect</p> <p>Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free</p> <p>Meeting ID: 926 0454 9211 Password: 962743</p>

Selection Criteria Phase 1

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of (100%):

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.	(30%)
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.	(30%)
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 .	(5%)
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.	(5 %)
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 interrelationship of successful management of scope, schedule, and budget creates successful projects.	(30 %)
Diverse Business Inclusion Strategies	Describe strategies to increase opportunities for diverse business participation.	Not scored

Selection Criteria Phase 2

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of short listed firms.

Organization:	Management Plan Team Member Qualifications Capacity/Production Capabilities	(15%)
Project Management:	Scope management Budgeting and Cost Control Project Scheduling	(25%)
Project Approach:		

Understanding of this project Challenges & Opportunities	(25%)
Experience:	
Relevant Past Projects (firm)	(25%)
Relevant Past Projects (key team members)	
Life Cycle Cost Analysis Experience	(5%)
Sustainable Design Experience	(5%)
Diverse Business Inclusion Plan (written submittal)	NOT scored

Evaluation and Scoring

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel 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.

Diverse Business Inclusion

Phase 2 Submittal Requirements (mandatory requirement, Not Scored):

All shortlisted Firms, including diverse-owned firms, will be required to submit a Diverse Business Inclusion Plan prior to interview. The Inclusion Plan should 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.

https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf

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).

The selected consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Consultants 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 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 or <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than Thursday **September 21, 2021 prior to 2:00 pm.**

DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions prior to **September 17, 2021 by 2:00 pm.** Your SOQ does not need to be uploaded at the time access is given.

Please follow this link to obtain upload instructions:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

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

Each of the submittals should include: -

- Executive Summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Diverse Business Inclusion section above.
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, and tab sheets are not included in page count total.
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

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.

For selection process questions please contact Angeline Ernst, 360.480.1071, Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Eric Lester, 360-480-3281 eric.lester@des.wa.gov.

NO FAXED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will interview top ranked short-listed firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel's consensus evaluation.

Further detail of 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 **October 11, 2021**. Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of **October 18, 2021**

Other Information

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 Agreements for Consultant services will be the standard 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/>.

All submittals become the property of the State and are subject to public disclosure.