

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: ~~Thursday, September 23, 2021 prior to 2:00 PM~~

Submittal Date: Friday, October 1, 2021 prior to 2:00 PM

Amendment 1: Informational Meeting for 9/1/2021 is rescheduled for 9/10/2021. Updated information on pages 3 and 4 in red.

Amendment 2: Schedule dates revised to correspond with date changes presented during the rescheduled Informational Meeting on Friday 9/10/2021 at 2:00 PM. Updated information on pages 1, 3, 7 and 9 in aqua-blue.

Pre-Design Services Required for Project No. 2021-260: Center for Innovative Learning and Engagement Building for, Tacoma Community College, 6501 South 19th Street, Tacoma, WA 98466

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the **Center for Innovative Learning and Engagement** located on the campus of Tacoma Community College, in Tacoma, Washington. This scope of work includes predesign services only.

Description of Facility

Tacoma Community College plans to construct a new 53,075 square foot Center for Innovative Learning and Engagement, to replace Buildings 10, 10B and F1. The project scope assumes a multi-story building to house instructional space with appropriate technology and equipment needs for pathways in Business, Humanities, and Social Sciences, and cross and interdisciplinary programming. The facility will include multimedia enriched laboratories for classroom and open lab use, instructional centers for innovative and hands-on teaching and learning in the Business, Humanities and Social Science core curriculum, as well as state-of-the-art equipped flexible instructional spaces with breakout rooms to team teach and learn capabilities for cross and interdisciplinary learning. The project includes investments in campus accessibility and infrastructure improvements, and parking expansion.

Tacoma Community College Campus

Tacoma Community College is a public community college in Tacoma, Washington. It is situated on 150 acres in west Tacoma and is bordered by retail/commercial development, multi-family housing, and single-family residences. With the exception of baseball facilities at the NE corner of campus, approximately one half of the site remains largely undeveloped. A majority of this undeveloped acreage is designated as critical wetland area. The main campus currently consists of 28 buildings (plus miscellaneous storage annexes and shelters) encompassing 561,841 gross

square feet of state owned facilities. Tacoma Community College also operates a campus in Gig Harbor that offers both credit and non-credit classes. The Gig Harbor campus is a college-owned facility providing 13,000 gross square feet. Total gross square feet for the combined campuses equals 574,841.

The preliminary budget for the MACC for this project is **\$21,000,000**. This Project is funded for Pre-Design and Design Services only in the 2023-2025 biennium with construction funding anticipated in 2023-2025 biennium. In addition to State funding, the TCC Board of Trustees has committed an additional \$1,000,000 of local funds that are secured, and specifically allocated to the construction of this project.

Project Goals:

- Replace inadequate, disparate, insufficient learning spaces with centrally located state-of-the-art facilities
- Accommodate program and enrollment growth and augment infrastructure and scheduling flexibility with provisions for evolving technologies in research, composition, and communication to implement the pedagogies and emerging practices necessary to meet program learning outcomes
- Create a multi-disciplinary hub with technology-rich, team based, innovative learning environments for our currently separate learning communities in business, humanities, and social and behavioral sciences to explore and comprehend the relationship between humanistic study and artistic, ethical, political, social, and corporate issues in the contemporary world
- Enhance and escalate student leadership and academic experiences by creating new educational learning communities that promote and support teamwork, networking, commitment, and service to the community
- Provide a focus and support for innovative research and interdisciplinary collaboration among faculty and students in business, humanities, and social and behavioral sciences
- Offer numerous opportunities for engagement with art, literature, philosophy, history, social political, and corporate formations, thereby strengthening the foundation from which to respond meaningfully to one another and the needs of our world
- Include programming such as working groups, discussion forums, symposia, seminars, informal dialogues, student, faculty and guest presentations and conferences, joint projects, and professional development and career planning workshops
- Integrate multiple modes of inquiry and expression to increase the relevance of student learning and lead to student success in courses, year-to-year retention, and persistence to degrees
- Foster collaboration, experimentation, and critical thought through public discussion, seminars, symposia, research, and curricular support, working and reading groups, exhibitions, and cultural programming in an atmosphere of respect for diverse perspectives and expertise
- Nurture, coordinate, connect, and publicize the scope, variety, and achievements of business, humanities, and social and behavioral science programming at Tacoma Community College

Submitting firms should have a strong background in the innovative design of campus educational facilities related to business, humanities, social sciences and collaborative, inclusive, and equitable teaching and learning environments. 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	Wednesday, August 25, 2021
Informational Meeting	Wednesday, September 1, 2021, at 10:30 AM Friday, September 10, 2021, at 2:30 PM
Statement of Qualifications (SOQ) Due	Thursday, September 23, 2021, prior to 2:00 PM Friday, October 1, 2021, prior to 2:00 PM
Short-listed firms selected and notified	Friday October 8, 2021 Monday October 18, 2021
Interview Period	October 18-22, 2021 (excluding the 19th) November 1-4, 2021
Firm(s) Selected and Announced	Tuesday, October 26, 2021 Tuesday, November 9, 2021
Agreement(s) Executed	Friday, November 12, 2021 Wednesday, November 24, 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.

September 10, 2021 at 2:00 PM

~~September 1, 2021 at 10:30 AM~~

David Head – Project Manager – (360) 701-6472 – david.head@des.wa.gov

Patty McCray-Roberts – Vice President of Administrative Services – (253) 566-5050

pmccray-roberts@tacomacc.edu

Date/Time	Zoom Meeting Links / Call In Information
September 10, 2021 at 2:00 PM PST September 1, 2021 at 10:30 AM PST	Join Zoom Meeting

<ul style="list-style-type: none"> ○ 21-260 Center for Innovative Learning & Engagement Building, at Tacoma Community College - Pre-Design Services 	<p>https://des-wa.zoom.us/j/97314945825?pwd=N2VLWDRrVjR5VDloR1RDdXA1dGdoZz09</p> <p>Meeting ID: 973 1494 5825 Password: 123456</p> <p>One tap mobile 8887880099,,97314945825# US Toll-free 8778535247,,97314945825# US Toll-free</p> <p>Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 973 1494 5825 Password: 123456</p> <p>https://des-wa.zoom.us/j/96542550138?pwd=WXVqUU1uaW5KUDBHV250VjVqSjFLQT09</p> <p>Meeting ID: 965 4255 0138 Password: 123456</p>
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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%):

<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>(30%)</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%)</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%)</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.	(10%)
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.	(10%)
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	(20%)
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) Relevant Past Projects (key team members)	(10%)
Life Cycle Cost Analysis Experience	(10%)
Sustainable Design Experience	(10%)
Diverse Business Inclusion Plan (written submittal)	NOT scored

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>

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.

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 ~~September 23, 2021~~ **October 1, 2021 by 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 21, 2021~~ **September 28, 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

- Completed copy of RFQ Attachment 1. Attachment 1 is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for this Project, lists all consultant's office locations and all Diverse Business certifications (if applicable).
 - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
 - [https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised Selections/RFQ-Attachment1.docx](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised%20Selections/RFQ-Attachment1.docx)
- 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-five (25) 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.

All submittals must be received no later than ~~September 23, 2021~~ **October 1, 2021 prior to **2:00 PM**** (as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, (360) 480-1071, Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, David Head, (360) 701-6472, david.head@des.wa.gov.

NO FAXED, OR E-MAILED 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 18, 2021~~ **November 1, 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 26, 2021.~~
November 9, 2021.

Other Information

A copy of the Project Request Report (PRR) dated December 20, 2017 and the OFM Predesign Manual are available for reference on the DES Current Projects Advertised website.

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.