

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: August 31, 2021 prior to 2:00pm**

Pre-Design Services Required for **Project No. 2021-001: Health Sciences Center Building for, Renton Technical College, 3000 NE 4th St., Renton, WA 98056.**

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the Health Science Center Building located at Renton Technical College.

Please note as part of the predesign package the client may consider an alternate site location. As well they may explore GC/CM as the construction delivery method.

The preliminary budget for the MACC for this project is \$33,900,000. This Project has been funded for Pre-Design and Design Services for the 2021-2023 biennium with construction funding anticipated in the 2023-2025 biennium.

The new three story 70,000 gross square foot Health Science building will provide Renton Technical College with a premier building that supports the goals and needs of faculty and students in the allied health professions. The RTC Health Sciences building will promote inter-professional collaboration among students and faculty, and will further the development of technological and pedagogical approaches to Health Sciences instruction. The first floor will house an inviting lobby to greet guests, collaborate with community agencies and to allow for ease of way finding and navigation to the different programs and floors in the building. The building will replicate real-life adjacencies by co-locating all RTC Health Sciences programs within one contiguous building. The design will include real to life and/or simulation lab and clinic areas that students and faculty would encounter at a hospital or health clinic. The following programs will be housed in the new building: Anesthesia Technologist, Central Service Technician, Dental Assistant, Massage Therapy, Medical Assistant, Medical Coding, Ophthalmic Assistant, Pharmacy Technician, Phlebotomy Technician, Surgical Technician, Veterinary Assistant and Nursing programs. Each program is anticipated to have a dedicated classroom area for a total of 14 classrooms, 28 dedicated labs and a shared resource library. Faculty offices will be grouped to facilitate professional collaboration while remaining accessible to the students in the nearby programs. The state of the art building will allow Renton Technical to continue fostering close relationships with its community partners and providing an exceptional workforce to the allied health professions.

Project Goals:

- **Place for Innovation:** This project provides a unique opportunity to create an educational facility that will bring allied health programs together in a single building to increase student success, achievement and retention. The goal is to create an environment that encourages active learning, collaboration, and research. Program space will be maximized through flexible design and shared resources.
- **Community Beacon:** The modernized lab and classroom space with leading technologies will allow the building to act as a beacon in the community for the allied health profession. The

building will provide an opportunity for professional development activities in the allied health field to occur in concert with industry partners and supporting integrated, team-based healthcare practices. The building and the resources it offers will attract and retain students and highly qualified faculty paving the way for sustaining critical community partnerships. The building will provide the college with the opportunity to meet workforce demand and improve economic development in the Community.

- **Fostering Teamwork and Collaboration:** The building will provide multi-functional and shared program spaces to maximize resources and accommodate a variety of community and college events, including educational conferences. Teamwork and collaboration will naturally occur through the lobby area, and informal and formal gathering and study areas. The integration of faculty spaces into associated program areas will allow students to convene easily with faculty.
- **Equity and Inclusion:** The owner seeks to design a building that examines and allows for equity and inclusion both in the design process and through the executed design of the building and site design. The project should address the needs of the college’s exceptionally diverse, economically disadvantaged community by offering flexible delivery models that support working adults, English Language Learners, and other basic skills students.
- **Student Collaboration:** The selected Architect will collaborate with students as an integral part of the design team, with the expectation that they will be providing ongoing input throughout the design process.
- **Sustainability Goal:** The building will meet the client’s long term commitment to environmental stewardship.

Submitting firms should have a strong background in multi-phased State agency construction, the State of Washington capital budget process, planning life-cycle analysis, site analysis, and innovative design of campus educational facilities related to Science and Allied Health Facilities.

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	Friday August 13, 2021
Informational Meeting	Friday August 20, 2021 at 11:00 AM
Statement of Qualifications (SOQ) Due	August 31, 2021, prior to 2:00 PM
Short-listed firms selected and notified	September 7, 2021
Interview Period	Week of September 13, 2021
Firm(s) Selected and Announced	Week of September 20, 2021
Agreement(s) Executed	October 1, 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.

Ariel Birtley – Project Manager – (360) 628-2823 – ariel.birtley@des.wa.gov

Barry Baker – Director of Capital Projects and Space Planning – (206) 579-9928 – bbaker@rtc.edu

Date/Time	Zoom Meeting Links / Call In Information
<p>August 20, 2021 at 11:00 am PST</p> <ul style="list-style-type: none"> ○ 2201-001 Pre-Design Allied Health Building Renton Technical College 	<p>Topic: 2201-001 Allied Health Building Pre Design Informational Meeting Time: Aug 20, 2021 11:00 AM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://des-wa.zoom.us/j/98016848495?pwd=dHdzTUdINGlmdUJKazhxaWJFU2t0UT09</p> <p>Meeting ID: 980 1684 8495 Password: 734655</p> <p>Other ways to connect</p> <p>One tap mobile 8887880099,,98016848495# US Toll-free 8778535247,,98016848495# US Toll-free</p> <p>Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 980 1684 8495 Password: 734655 Find your local number: https://des-wa.zoom.us/u/ad8QdKX4GL</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)%:

<p>Relevant Experience</p> <ul style="list-style-type: none"> • Provide 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. • Describe and experience with Lab/Medical Design • Describe experience with GC/CM project delivery. 	<p>(25%)</p>
<p>Project Approach and Innovation</p> <ul style="list-style-type: none"> • Describe your firms understanding of the project and how you may approach the project. • Describe how your firm utilizes and fosters innovative thinking as it relates to creating dynamic educational facilities that encourage students to excel. 	<p>(25%)</p>

<ul style="list-style-type: none"> Describe how your firm has included and worked with stakeholders i.e. students, to create dynamic collaborative educational facilities. Describe how your firm may approach designing a facility that is to encourage community wide partnerships. Describe how your firm may approach design of a building to support equity and inclusion of its users. 	
<p>Qualifications of Key Personnel</p> <ul style="list-style-type: none"> Identify specific individuals and sub-consultants for key positions. Show interrelationships and reporting hierarchy for your proposed team. Show 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. Show capacity and production availability. 	(15%)
<p>Past Performance and Project Management</p> <ul style="list-style-type: none"> Describe tools, software and approach the firm may use to achieve and maintain Owner’s project scope, schedule and budget. Show how the firm has successfully developed similar project scopes while staying within the proposed budget and schedule. Provide specific means and methods showing how your firm has worked collaboratively with the identified project team to successfully assure the delivery of design documents and to oversee construction administration. 	(15%)
<p>Sustainable Design Experience</p> <ul style="list-style-type: none"> This project will achieve a minimum LEED silver certification. Describe firm’s philosophy and approach to sustainable design. Show previous examples of projects including building and site design that achieved LEED Silver or better certification. 	(15%)
<p>Life Cycle Cost Analysis Experience</p> <ul style="list-style-type: none"> 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%)
<p>Diverse Business Equity and Inclusion Strategies</p> <ul style="list-style-type: none"> Describe strategies for increasing equity and inclusion of diverse firms. 	Mandatory, but 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.

<p>Organization: Management Plan</p>	(15%)
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Team Member Qualifications Capacity/Production Capabilities	
Project Management: Scope management Budgeting and Cost Control Project Scheduling Tools and Software Use	(20%)
Project Approach: Understanding of this project Challenges & Opportunities Fostering Innovation in Design Student Inclusion During Design Process Ideas to Foster Equity and Inclusion in Design of Building and Site	(25%)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(25%)
Life Cycle Cost Analysis Experience	(5%)
Sustainable Design Experience	(10%)
Diverse Business Inclusion Plan (written submittal)	NOT scored

Diverse Business Inclusion

Phase 1 Submittal Requirements (Mandatory requirement, Not Scored):

SOQs shall describe strategies for increasing equity and inclusion of diverse firms.

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. The Inclusion Plan shall also include the firm's approach to allow for equity and inclusion of diverse firms during the design process and in the final design. 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 **August 31, 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 **August 26, 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 the 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/AdvertisedSelections/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 August 31, 2021 prior to 2.00pm (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, **Ariel Birtley at 360.628.2823:**
ariel.birtley@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 **September 13, 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 **September 20, 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.