

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: September 8, 2021 prior to 2.00pm**

**Amendment 1: Page count clarification, page 6.**

**Pre-Design Services Required for Project No. 2022-057: Triton Learning Commons for Edmonds College, 20000 68th Avenue West, Lynnwood, WA 98036.**

**Scope of Work**

Pre-design Services: This Request for Qualifications is for the purpose of selecting an Architect for Pre-design Services for the **Triton Learning Commons** located at 20212 68<sup>th</sup> Avenue West, Lynnwood, WA 98036. This scope of work includes pre-design services only.

**Description of Facility**

The current building lacks the space needed to adequately provide critical student learning support services and impacts the effectiveness of offered programs through the widespread, cross-campus distribution of critical services. Over the next 10 years, it is estimated that the Edmonds College will see enrollment growth of 9%, much of which is anticipated in Adult Basic Education (ABE) and English as a second language (ESL).

58,650 gross square foot of expansion and renovation of existing concrete 3-story Lynnwood Hall build in the seventies (70's) will provide space to address the needs of the College. The expansion will wrap around to the north and east of the building.

Existing Building has been reviewed on behalf of the state Historic Preservation Officer (SHPO) under provisions of Governor's Executive Order 21-02, [eo\\_21-02.pdf \(wa.gov\)](#). Washington State Department of Archaeology and Historic Preservation (DAHP) has determined that the library is Eligible for National Register of Historic Places as a contributing element to a National Historic district of the campus. Review by DAHP is required on preliminary design to determine if any mitigation of adverse impacts is necessary.

The proposed project includes Approximately 53,000 gross square feet of growth and 5,200 gross square feet of renovation. The goal is to expand the library to provide appropriate study space, add multi-disciplinary computing labs, informal Learning Resource Center, Basic Skills Labs instructional areas, and enhance Learning Support Network services to promote student engagement and learning communities.

The preliminary budget for the MACC for this project is \$23.4 million for the Building and \$1.7 million for Infrastructure. This Project is funded for Pre-design. Design Services funding is contingent on approval of Pre-design in the 2021-2023 biennium. Construction funding is anticipated in 2023-2025 biennium.

### **Project Goals:**

- Confirm project program and budget requirements & project delivery method.
- Develop an environment that encourages active learning, research and innovation in spaces designed for group work, collaboration and inter-program synergy
- Create informal study and gathering spaces that will promote student-to-faculty and peer-to-peer engagement, support high-impact teaching practices, and promote innovation.
- Enable students the opportunity to use the latest learning techniques, tools and available technology.
- Create “one stop shop” for students to access learning resources, study spaces and technology support.
- Increase social equity by removing barriers to ADA and bringing learners from multiple programs together as a community.
- Achieve LEED Gold certification to help reduce life cycle costs, thereby increasing both environmental and financial sustainability.
- Create a flexible, durable facility that will serve Edmonds College and its changing needs for more than 50 years.

Submitting firms should have a strong background in the elements of developing Predesign per OFM requirements.

<https://www.ofm.wa.gov/sites/default/files/public/budget/instructions/capital/2021-23/2021-23Predesign.pdf> and the innovative design of multi-disciplinary computing labs, library expansion creating appropriate study spaces, and informal learning support center to promote student engagement, collaboration, provide access to learning resources and experience with DAHP approval process. 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.

There will be a ‘**Zoom**’ **Informational Meeting** for this request on:

August 19, 2021 at 10:00 am

Virtually – Via Zoom – Join Zoom Meeting

<https://des-wa.zoom.us/j/99532474589?pwd=SFRVWHQ2NUI1RHNVcFBHOFJlYnl0UT09>

Meeting ID: 995 3247 4589

Password: 978303

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 995 3247 4589

Password: 978303

Indra Jain – Project Manager – 360-485-5621 – [indra.jain@des.wa.gov](mailto:indra.jain@des.wa.gov)

Chris Szarek – Interim Executive Director of Facilities and Capital Projects – 425-640-1495 – [chris.szarek@email.edcc.edu](mailto:chris.szarek@email.edcc.edu)

### **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 possible points:

<p><b>Qualifications of Key Personnel</b> 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>	(30%)
<p><b>Relevant Experience</b> 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 your experience in designing and dealing with health and safety concerns related to future pandemics and viruses. Provide original project budget and actual completed costs. Also describe your process of coordination of existing building elements to remain and building addition to minimize cost impacts to the Owner. Provide historic change order data along with current contact information for reference checking.</p>	(25%)
<p><b>Life Cycle Cost Analysis Experience</b> 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 <a href="http://www.OFM.wa.gov/facilities">www.OFM.wa.gov/facilities</a> .</p>	(10%)
<p><b>Sustainable Design Experience</b> 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>	(10%)
<p><b>Past Performance</b> 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.</p>	(25%)
<p><b>Diverse Business Equity and Inclusion Strategies</b> Describe strategies for increasing equity and inclusion of diverse firms.</p>	Mandatory, but not scored

### **Selection Criteria Phase 2**

Phase 2 consists of oral presentations (approx. 25 minutes), interviews questions (approx. 25 minutes), and Diverse Business Inclusion Plans of short listed firms.

<b>Organization:</b>	(30%)
Management Plan	
Team Member Qualifications	
Capacity/Production Capabilities	
<b>Project Management:</b>	(20%)
Scope management	
Budgeting and Cost Control	
Project Scheduling	
<b>Project Approach:</b>	(15 %)
Understanding of this project	
Challenges & Opportunities	
<b>Experience:</b>	(20%)
Relevant Past Projects (firm)	
Relevant Past Projects (key team members)	
Life Cycle Cost Analysis Experience	(8%)
Sustainable Design Experience	(7%)
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. Achievement of the goals is encouraged.

[https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan\\_2019.pdf](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](http://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](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans’ Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://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 **Thursday, September 8, 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 **Friday, September 3, 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](mailto: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 on-call Projects, 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 fifteen (15) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, **Attachment 1, Diverse Business Equity and Inclusion Strategies**, 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 8, 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](mailto:Angeline.ernst@des.wa.gov).

For project questions please contact the Project Manager, Indra Jain, 360-485-5621 [indra.jain@des.wa.gov](mailto:indra.jain@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 4, 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 11, 2021**.

### **Other Information**

*A copy of Project Request Report (PRR) dated December 12, 2017, and C-100 (2020) updated June 2020 for Building expansion and renovation, and C-100 (2020) updated June 2020 for Infrastructure only are available for reference on DES 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.