

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: March 14, 2022 prior to 2.00pm**

A&E Design & Construction Administration (CA) Services Required for Project No. 2022-103: Green Hill School-Baker North Design & Remodel for Department of Children, Youth, and Families (DCYF), 375 SW 11th St. Chehalis, WA, 98532

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for A&E SD, DD, CD, Permitting/Bidding, CA, & Closeout Services for the Green Hill School- Baker North Building located at 375 SW 11th St. Chehalis, WA, 98532 . This scope of work includes integrated, comprehensive A&E Schematic Design (SD), Design Development (DD), Construction Documents (CD), Building permits' submission & obtaining, Public Advertising/Bidding & review, Construction Administration (CA), Substantial Completion (SC), Final Completion (FC) & Project Construction Contracts Closeout thru Final Acceptance (FA).

Overall Project scope includes: 16 sleeping rooms, quiet study areas, Multipurpose Dayroom & Group room, Staff areas, support spaces and Outdoor recreation spaces:
For project detailed programming scope, Refer to the preferred Alternate in the Predesign, Dated June 2020 Web link;
<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2022-103/22-103-Predesign.pdf>

Description of Facility

Baker Cottage at Green Hill School is currently only half occupied. The south half was recently renovated to house an acute mental health population. Baker North has remained unoccupied for some time. Currently the security systems, including cameras, lighting controls, door controls, and intercoms are not operational nor are they connected to the building system. If the building is renovated and brought back online, it can house 16 youth, thereby adding to the overall bed capacity and decreasing the shortfall in housing within the DCYF system. The proposed renovations for Baker North provide a safe, normative, and nurturing environment with increased sight lines, security controls installation, fire life brought up to code along with spaces consistent with the modern rehabilitative treatment which JR is known.

The preliminary budget for the MACC for this project is \$4,383,150. This Project has Capitol funding for A&E Design and Construction Services for the 2021-2023 biennium.

DCYF Mission & Goals:

- 1) **A relentless focus on outcomes for children.**
- 2) **A commitment to collaboration and transparency.**

- 3) **A commitment to using data to inform and evaluate reforms, leveraging and aligning existing services with desired child outcomes.**
- 4) **A focus on supporting staff as they contribute to the agency’s goals and outcomes.**

Baker North is particularly suited to house these youth as it provides mentoring opportunities between the older, more mature youth at the north and the youth on the south. Each half will be operated independently of one another, and free co-mingling will be restricted; however when allowed by staff, the mentorship opportunities are available. By focusing on improving the unoccupied building, DCYF efficiently uses its existing physical capacity and avoids costly alternatives, such as new construction, to create space for the increasing population. The proposed renovations are in keeping with the precedents that have been set with renovations of other cottages on campus and are expected to be occupied by end of biennium June 2023. Renovations will add program space to support the population increase. The program needs to support a move towards independent living including self-guided programs throughout the day and life skills including preparing one’s own meals, building family and community relationships, ability to maintain one’s own schedule, and independent education.

Submitting firms should have a strong background in the innovative design of *Life Safety & Accessibility, Programming, Security Systems, Durability of interior Environments, HVAC systems upgrade and Site improvements for access to recreation area*. 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, February 23, 2022
Informational Meeting	Wednesday, March 02, 2022, at 10:00 AM
Statement of Qualifications (SOQ) Due	Monday, March 14, 2022, prior to 2:00 PM
Short-listed firms selected and notified	Monday/ Tuesday, March 21-22, 2022
Interview Period	Monday/ Tuesday, March 28-29, 2022
Firm(s) Selected and Announced	Thursday, March 31, 2022
Agreement(s) Executed	Friday, April 29, 2022

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.

If you have questions you'd like to submit ahead of time, please send them to the project manager at Sidney.Hunt@DES.WA.GOV and add copy to Trent Phillips, DCYF Capitol Budget Manager; trent.phillips@dcyf.wa.gov.

Date/Time	Zoom Meeting Links / Call In Information
<p>March 02, 2022 at 10:00 am PST</p> <ul style="list-style-type: none"> ○ 22-103, Green Hill School Baker North Design & Remodel: ○ Virtual Informational Meeting 	<p>Join Zoom Meeting https://des-wa.zoom.us/j/98052463828?pwd=c0xzM2N0cWEzN0VreEVaY2hTUETrUT09</p> <p>Meeting ID: 980 5246 3828 Password: 732553</p> <p>Other ways to connect</p> <p>One tap mobile 8778535247,,98052463828# US Toll-free 8887880099,,98052463828# US Toll-free</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>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>(25%)</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>(30%)</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>(10%)</p>
<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.</p>	<p>(10%)</p>

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.	(25%)
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	(20%)
Project Approach: Understanding of this project Challenges & Opportunities	(30%)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(20%)
Life Cycle Cost Analysis Experience	(5%)
Sustainable Design Experience	(5%)
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 **March 14, 2022 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 **March 11, 2022 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 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 twenty five (25) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, Attachment 1, 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 March 14, 2022 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, Sidney Hunt at 360-489-5454 Sidney.hunt@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 **March 28-29, 2022**
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 **March 31, 2022**

Other Information

KMB Architects Predesign report, June 2020 link:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2022-103/22-103-Predesign.pdf>

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.