

INFORMATIONAL MEETING – February 9, 2022

Project No.: 2022-229

Project Title: Spokane Community College Apprenticeship Center

I. Welcome

A. Please sign-in using Chat. List your Name, Company and Contact Information

B. Introductions

1. Gloria Miller, Project Manager with the SOW DES
2. Clint Brown, Director of Capital Projects, CCS
3. Jaclyn Jacot, Dean of Extended Learning, SCC

NOTE: Remember, any discussions, questions, comments, etc. in the Informational Meeting and the On-Site Tour do not change the RFQ. The RFQ is only changed by Addendum.

II. RFQ

A. The highlights we will be covering today are from the RFQ. See the DES website listed in the RFQ for documents associated to this selection.

1. I understand that the PRR has been difficult to download. I learned this morning that the issue has been resolved.

B. For all requirements and expectations, read the RFQ thoroughly.

C. The following are snips from the RFQ that were noted in the meeting.

**Amendment 1: Informational meeting clarification, page 2 & 3**

**Amendment 2: Adds Substitute House Bill 1080 proviso language, page 1**

**Pre-Design Services Required for Project No. 2022-229: SCC Apprenticeship Center for Community Colleges of Spokane in Spokane, WA.**

**Scope of Work**

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the SCC Apprenticeship Center located in Spokane, WA. This scope of work includes predesign services only.

A Project Request Report (PRR) was prepared for the 2019-2021 Capital Budget Request. The document is posted to the DES website at

<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>.

The document shall serve as initial references. Verification and updating of the information shall be required.

The Pre-Design shall be developed per the Office of Financial Management's (OFM) Predesign Manual and Substitute House Bill 1080 proviso language in Sections 7005, 7010, 7012 and 7014 for submission by the Community Colleges of Spokane to the State Board of Community and Technical Colleges (SBCTC) and OFM.

###

INFORMATIONAL MEETING – February 9, 2022

Project No.: 2022-229

Project Title: Spokane Community College Apprenticeship Center

**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

Thursday February 3, 2022

**Non-Mandatory** Virtual Informational Meeting *(See additional information below.)*

Wednesday February 9, 2022, at 11:00 a.m.

Non-Mandatory On-Site Tour *(See additional information below.)*

Wednesday February 9, 2022, at 2:00 p.m.

Statement of Qualifications (SOQ) Due

Wednesday February 16, 2022, prior to 12:00 p.m. (noon)

Short-listed firms selected and notified  
Interview Period

Thursday and/or Friday February 24 & 25, 2022

Thursday and/or Friday March 10 - 11, 2022

Firm(s) Selected and Announced

Monday and/or Tuesday March 14 – 15, 2022

Agreement(s) Executed

Monday April 4, 2022

###

For the on-site tour, we will meet at the main entrance at the Apprenticeship Center located at 2110 N. Fancher Way, Spokane Valley, WA 99212. For further directions for the site visit, please contact the Project Manager listed below.

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 [gloria.miller@des.wa.gov](mailto:gloria.miller@des.wa.gov).

###

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

###

INFORMATIONAL MEETING – February 9, 2022

Project No.: 2022-229

Project Title: Spokane Community College Apprenticeship Center

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, Gloria Miller, 509.389.5819, or  
[gloria.miller@des.wa.gov](mailto:gloria.miller@des.wa.gov).

III. Questions and Answers

- A. Notes from the Informational Meeting along with the sign-in sheet will be included in an Addendum and posted to the DES website.
- B. Questions asked during the Informational Meeting will be included and answered by addendum.
- C. Are there questions?
  1. What is CCS/DES looking in terms of the size/breadth of a Team?  
*Answer: The size of the Team is up to the submitter. Review the Scope of Services in the RFQ.*
  2. No other questions were asked or received by email.