

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

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

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

**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 for submission by the Community Colleges of Spokane to the State Board of Community and Technical Colleges (SBCTC) and OFM.

**Description of Facility**

The Apprenticeship and Journeyman Training Center is a project to construct a new structure(s) to replace four that currently exist on the Apprenticeship Campus. The new building(s) will be situated on the east edge of the SCC Campus and provide functional classroom and lab spaces for growing programs.

Types of classrooms will range from traditional lecture rooms to highly collaborative and interactive teaching spaces. Lab spaces will be appropriately sized and outfitted to best support the hands-on, instructional curriculum specific to all trades that the center supports. All areas will have up-to-date equipment and technology to meet the specific needs of each program.

Overall, the project will create a positive visual representation of the growing and changing construction industry in the Inland Northwest. It will increase credibility of construction apprenticeship programs and demonstrate a truer image of apprenticeship than displayed at the current, time-worn, inadequate facility.

The estimated MACC for the project is \$24,600,000. Design Services funding is pending allocation in the 2021-2023 biennium after completion and approval of the Pre-Design by OFM. Construction funding is anticipated in 2023-2025 biennium.

**Project Goals:**

- Develop an environment that will encourage students to take advantage of synergies between professional and technical trades programs. The facility will offer shared, collaborative, interior and exterior classroom, lab, and training project spaces which will allow students the opportunity to interact with each other as they may on a future job sites.
- Create informal study and gathering spaces that will promote student-to-faculty and peer-to-peer engagement to support high-impact teaching practices, promote innovation, and aid in student retention & success.
- Enable students the opportunity to engage the latest learning techniques and processes using the most current tools, equipment and available technology as well as being able to accommodate future changes in the industry.
- Provide a modernized facility that not only meets code and basic academic requirements but considers universal design and thoughtful, deliberate implementation of an accessible, barrier free environment, that promotes equity and inclusion for a diverse student population.
- Meet the Community Colleges of Spokane’s long-term commitment to environmental stewardship, energy conservation, and sustainability.

Submitting firms should have a strong background in program research, process efficiencies, and innovative, highly functional design. Firms should also be well versed in State agency major construction projects, 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

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  
 Firm(s) Selected and Announced  
 Agreement(s) Executed

Thursday and/or Friday February 24 & 25, 2022  
 Thursday and/or Friday March 10 - 11, 2022  
 Monday and/or Tuesday March 14 – 15, 2022  
 Monday April 4, 2022

**Non-Mandatory Informational Meeting and Non-Mandatory On-Site Tour**

There will be an informational meeting for this request, held via Zoom and a related non-mandatory on-site tour. Participants for the site tour are required to be fully vaccinated or properly exempted in accordance with the Governor’s Proclamation 21-14.1 – COVID-19 VACCINATION REQUIREMENT (or as may be amended thereafter), and further, must comply with **COVID-19 Vaccination And Safety Guidelines And Requirements for Pre-Bid Meetings and Site Visits**

([https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/GuidanceRequirements-PreBidMtgsSiteVists\\_GovProc21-14.1\\_9-22-2021.pdf](https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/GuidanceRequirements-PreBidMtgsSiteVists_GovProc21-14.1_9-22-2021.pdf)) established by the Department of Enterprise services.

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).

Date/Time	Zoom Meeting Links / Call In Information
<b>February 9, 2022 at 11:00 am PST</b> <ul style="list-style-type: none"> <li>• <b>2022-229, SCC</b></li> </ul> <b>Apprenticeship Center</b> <b>Virtual Informational Meeting</b>	Join Zoom Meeting <a href="https://des-wa.zoom.us/j/95101085955?pwd=clhUYVVVJektFV0FVTDJRV1krTkhidz09">https://des-wa.zoom.us/j/95101085955?pwd=clhUYVVVJektFV0FVTDJRV1krTkhidz09</a>  Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 951 0108 5955 Password: 355733

**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 )%:

<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	(25%)
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the project. Provide proposed percentage of time that the Owner intends to assign each individual or sub-firm to the Project.	
<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 original project budget and actual completed costs along with current contact information for reference checking.	(30%)
<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> .	(10%)
<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.	(10%)
<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.	(25%)
<b>Diverse Business Inclusion Strategies</b> 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.

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	(20%)
<b>Project Management:</b> Scope management Budgeting and Cost Control Project Scheduling	(20%)
<b>Project Approach:</b> Understanding of this project Challenges & Opportunities	(30%)
<b>Experience:</b> Relevant Past Projects (firm)	(20%)

Relevant Past Projects (key team members)	
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](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 **Wednesday February 16, 2022, prior to 12:00 p.m. (noon).**

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions prior to **Wednesday February 16, 2022, prior to 12:00 p.m. (noon)**. 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, all Diverse Business certifications (if applicable) and vaccine declaration requirements related to the Governors 21-14.1 COVID-19 Vaccine proclamation .
  - 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 (20)** total pages of content at 8 ½ X 11 size sheets
  - The page count does not include:
    - Cover Page (unless it has more information than project number, project title, firm name, and address block)
    - Dividers/Tabs (unless they have more information than category name)
    - Standard Form 330
    - Attachment 1 (including supplemental attachments)
  - Note, 11"x 17" fold outs can be included, but are 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 Wednesday February 16, 2022, prior to 12:00 p.m. (noon)**. (as per date/time stamped by BOX/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, Gloria Miller, 509.389.5819, or [gloria.miller@des.wa.gov](mailto:gloria.miller@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 on **Thursday and/or Friday March 10 – 11, 2022**. Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than **Tuesday March 15, 2022**.

### **Other Information**

The desired building site is currently used as overflow parking lot P4 on the eastern edge of Spokane Community College campus. Utilities including sanitary sewer, domestic/irrigation water, fire water, natural gas, power, and data are in relative proximity to the building site. The project will be subject to storm water and other environmental standards and requirements (including SEPA) as established by the State of Washington and the City of Spokane.

Depending on actual building orientation, there may be a need to relocate our truck driver training program's practice area currently located within the P4 parking lot. Refer to DES website to view schematic site drawings of P4 parking lot and utilities

(<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>).

The College is amenable to an innovative building design that blends aesthetics, efficiency, and functionality. Landscaping and general site aesthetics should be considered and planned to blend into the overall campus.

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.