

**State of Washington  
DEPARTMENT OF ENTERPRISE SERVICES  
ENGINEERING & ARCHITECTURAL SERVICES  
OLYMPIA, WA**

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Wednesday February 2nd, 2022 prior to 2:00 PM.**

**AMENDMENT 1:** [Informational Meeting link repaired, page 2.](#)

**Predesign Services Required for Project No. 2022-315: WCC-Support Buildings Roof Replacement** at the Washington Correctional Center Complex (WCC) in Shelton, Washington.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting a consultant for predesign services for five (5) separate roof replacements (approximately 78,770 sf) at WCC in a priority order; 1) Lower R Unit Gym (15,210 sf), 2) Heavy Equipment building (9,580 sf), 3) Professional Learning & Performance Center (PLPC) building (3,400 sf), 4) Steam Plant building (5,558 sf), 5) M Building (45,000 sf). This scope of work is for predesign services only.

The existing roof are constructed of metal, built-up asphalt roofing, ethylene propylene diene monomer (EPDM), etc. and will be replaced with a new roofing system for each building.

Water damaged insulation will be removed and replaced with additional insulation to meet the current energy code. The roof structures also need to be evaluated for structural damage repairs.

This project will also install fall protection and replace failing HVAC systems. It will also replace any failing roof-top equipment such as, but not limited to, fans or vents, any other security and safety systems on each building.

The estimated total Maximum Allowable Construction Cost (MACC) for the roofing replacement is \$4,200,000. This MACC will be used to building roofs in priority order as listed above. A separate capital budget request was submitted to replace the remaining roofs.

The roofs and equipment were installed in the 1980s and 1990s when WCC was built and have exceeded their useful service life. The roofs are failing and have significant leaks that create safety hazards when it rains, as well as causing damage to electronic systems, structural members, ceilings, and interior and exterior walls.

**Description of Facility**

1) The Lower R Unit Gym Building supports WCC's 700 incarcerated individuals housed in R-1, 2, and 3. The Lower R Unit Gym Building was constructed in 1993 and the original roof and HVAC equipment are still in place.

2) The Heavy Equipment building supports the heavy equipment used to maintain the facilities' transportation and grounds maintenance. The Heavy Equipment Building was constructed in the 1960s. The roof and HVAC equipment were last replaced in the 1990s.



**Selection Process**

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.

**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 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 Proposer intends to assign each individual or sub-firm to the Project.</p>	<p>(35% )</p>
<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 original project budget and actual completed costs along with current contact information for reference checking.</p>	<p>(35%)</p>
<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>	<p>(10%)</p>
<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>	<p>N/A</p>
<p><b>Past Performance</b>                  Describe the approach the Proposer will use 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.</p>	<p>(20%)</p>

**Selection Criteria Phase 2**

Phase 2 consists of oral presentations (approx. 30 minutes), interviews (approx. 20 minutes), and Diverse Business Inclusion Plans of short-listed firms.

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	(25%)
<b>Project Management:</b> Scope management Budgeting and Cost Control Project Scheduling	(25%)
<b>Project Approach:</b> Understanding of this project Challenges & Opportunities	(20%)
<b>Experience:</b> Relevant Past Projects (firm) Relevant Past Projects (key team members)	(20%)
Life Cycle Cost Analysis Experience	(10%)
Sustainable Design Experience	(N/A)
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.

To qualify for review, email submittals to [ytkim@DOC1.WA.GOV](mailto:ytkim@DOC1.WA.GOV) and [heandreasen@DOC1.WA.GOV](mailto:heandreasen@DOC1.WA.GOV). **All email submittals must be received no later than 2:00 pm on Wednesday February 2nd, 2022.**

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
  - Covers, dividers, SF330, tab sheets, and Attachment 1 (including supplemental attachments) are not included in page count total.
  - Note, 11"x 17" fold outs can be included but counted as two sheets.
  - Content shall be presented no smaller than a 10-point font size
  - It is suggested you minimize the amount of photographic content in order to reduce file size
  - Maximum file size for email attachments is 20 Mb

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.

For selection process questions please contact Holly Andreasen at [heandreasen@DOC1.WA.GOV](mailto:heandreasen@DOC1.WA.GOV).

For project questions please contact the Project Manager, Young Kim at [ytkim@DOC1.WA.GOV](mailto:ytkim@DOC1.WA.GOV) or (360) 239-2701

FAXED COPIES WILL NOT 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 February 13th, 2022. Interviews tentatively planned via teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of February 20<sup>th</sup>, 2022.

### **COVID-19 Requirements**

The successful consultant agrees to furnish a signed COVID-19 Vaccination Verification Declaration(s) on a form provided by the Owner ("Verification Declaration") demonstrating compliance by the consultant and subconsultants at every tier with Governor Proclamation 21-14. The consultant agrees to prepare and keep current COVID-19 Vaccination Verification Plan(s) in accordance with all applicable COVID-19 related health and safety laws, ordinances, rules, regulations, orders and guidance issued by the state.

For personnel who seek an exemption for a disability or sincerely held religious belief, practice, or observance as set forth in the Proclamation, your organization is required to review and approve the exemption request and provide a statement to DOC that an exemption has been approved along with a proposed reasonable accommodation for DOC's review and approval. Accommodation proposals must be sent to the DES/DOC project manager. Accommodation proposals may take time to review and approve, so please plan accordingly. At this time, DOC has not identified any reasonable accommodations available for individuals whose work must be performed on-site at WCC.

### **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.