

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS

Submittal Date: **Wednesday May 4, 2022 prior to 2.00 PM**

Consultant Services Required for Project No. 2022-322: RRC-Eastside Bathroom Renovations for, Department of Corrections (DOC) in Seattle.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for design services for Eastside Bathroom Renovations at the Reynolds Re-Entry Center (RRC) located at 410 4th Ave, Seattle.

There are two (2) projects which will renovate the eastside bathrooms on the 1st, 2nd, 3rd, 4th, 5th, and 6th floors. The projects replace cold & hot water supply lines, waste lines, fire sprinkler, and vents lines for the east side bathrooms. The projects also remove and replace the existing showers, toilets, sinks and tile walls with new fixtures and wall coverings. Interior renovations consist of replacing windows, exhaust, electrical outlets, and asbestos abatement. The projects also renovates at least one bathroom on each floor to meet ADA standards.

The preliminary MACC for the projects are \$600,000 for the first project and \$550,000 for the second project. DOC funded the first project this biennium and will fund the second project next biennium, however DOC is requesting additional funds and may award both projects this biennium. DOC will work with the consultant to separate the requirements into two construction bid packages.

Description of Facility

The RRC is located in downtown Seattle and assists incarcerated individuals with their reentry into society. RRC's east side bathrooms are old, in poor condition, and not ADA accessible. The hot and cold water lines leak. The waste and vent lines need to be replaced as well.

Project Goals:

- *Construction activities will not compromise RRC's security and safety.*
- *Minimize maintenance costs*
- *Maximize energy and water savings*
- *Maximize the life cycle of the renovations*
- *Provide ADA accommodations for bathrooms, showers and toilets.*
- *Minimize disruption to the daily operations during construction.*
- *Meet or exceed applicable local building and all applicable codes.*

Submitting firms should have a strong background with bathroom renovations, correctional construction requirements, and ADA designs. Firms should also be well versed in multi-phased construction.

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.

Informational Meeting	Wednesday, April 20, 2022, at 11:00 AM
Statement of Qualifications (SOQ) Due	Wednesday, May 4, 2022, prior to 2:00 PM
Short-listed firms selected and notified	Wednesday May 11, 2022
Interview Period	Wednesday May 18, 2022
Firm(s) Selected and Announced	Monday May 23, 2022

Informational Meeting

There will be an informational meeting for this request for qualifications. 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) established by the Department of Corrections (DOC) Reynolds Work Release (RWR). *We will meet at the main entrance to the Building, on the west side of the building on the fourth (4th) avenue.* For further directions for the pre-submittal informational meeting and site visit, please contact the Project Manager.

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 RRC.

Consultants who have 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 Young Kim at ytkim@DOC1.WA.GOV, 360) 239-2701.

Date/Time	Meeting Location
April 20, 2022 at 11:00 AM, PST	WA State Department of Corrections (DOC), Reynolds Work Release (RWR) located at 410 4 th Ave, Seattle, WA 98104.

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>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>	(40 %)
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<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>	(30 %)
<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>	(N/A)
<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>	(N/A)
<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.</p>	(30 %)
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	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.

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

To qualify for review, email submittals to ytkim@DOC1.WA.GOV and heandreasen@DOC1.WA.GOV. **All email submittals must be received no later than 2:00 pm on Wednesday May 4, 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 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 counted as two sheets.
- Updated 11.2021

- 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.

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

NO FAXED 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 **May 16, 2022**

Firms will be notified of the selection results no later than the week of **May 23, 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 RRC.

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.