

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: June 23, 2022, prior to 2:00 pm

CONSULTANT SERVICES REQUIRED for Project No 2022-719 Programming & Predesign Study of Crime Lab Operations for Washington State Patrol; 11th Avenue Southwest, 121 Olympia, Washington, 98501

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Programming Services for a Predesign for I-5 Corridor Consolidated Crime Laboratories for the Washington State Patrol (WSP) This scope of work includes an assessment of current forensic services operations. The study will look at current locations to which evidentiary samples and materials were sent for testing, how samples are processed, how results are delivered, and other operational factors that impact availability for forensic analysis.

The predesign will also provide an evaluation of a consolidated laboratory model versus the current distributed lab model providing pros and cons of each and an assessment of a preferred model along with the impacts on WSP forensic operations and delivery of forensic services. It will identify the projected volume of evidentiary samples to be processed in the preferred alternative. The study will also evaluate the option of an owned facility compared to leased property including costs associated with each approach.

Description of Facility

Forensic laboratories, unlike most academic or research labs, typically include several specialty lab-types that accommodate a wide range of sciences rather than a single discipline. The types of lab spaces employed by the WSP in providing forensic services to our state law enforcement community include:

- DNA
- DNA Database (CODIS)
- Materials Analysis
- Trace Evidence
- Latent Fingerprints
- Firearms
- Questioned Documents
- Toxicology
- Crime scene response

The Forensic Laboratory Services Bureau (FLSB), comprising the Crime Lab Division (CLD), Toxicology Laboratory Division, and Impaired Driving Section, provides forensic services for criminal justice agencies within the State of Washington. These services are currently performed by different labs in six existing locations: Marysville, Seattle, Tacoma, Federal Way, Olympia in the Puget Sound region, south in Vancouver as well as Cheney on the eastern side of the State. Each location manages different services which creates operational deficiencies.

The different locations also contain significant physical deficiencies. Significant physical deficiencies were noted in the 2021 Masterplan at most of the current facilities include:

- Lack of administrative space
- Insufficient personnel support space
- Insufficient lab bench space / Hood Access
- Insufficient lab equipment space
- Contamination control – No vestibules
- Inefficient customer service
- Seismic weakness
- Inadequate storage

Space shortages based off all 6 locations amount to approx. 85,000 Sq Ft.

This Project is pending legislative approval for future site acquisition, design and construction based on the Programming and Pre-Design Study outcome.

The location would ideally be an acquired site located along the I-5 corridor between North King County and Skagit County.

Project Goals:

The Forensic Laboratory Services Bureau (FLSB) provides forensic services for criminal justice agencies within the State of Washington.

The primary goals of the WSP Facilities Department are to support the WSP's Mission and Strategic Plans through the physical improvement and development of its facilities and infrastructure. Specific goals include the following:

- Provide healthy, safe, and functional space for FLSB Scientists, technicians, and staff to work.
- WSP mission, vision, values, and goals will drive physical plant/planning decisions.
- Optimize operational and maintenance efficiencies.
- Establish a realistic schedule and budgeting plan.

Submitting firms should have a strong background in the innovative design of laboratory offices, evidence storage and security, examination spaces, and laboratory spaces around the unique needs of forensic analyses. Lab experience, knowledge of Processing requirement, 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	May 24, 2022
Informational Meeting	June 3, 2022, at 10:00 am
Statement of Qualifications (SOQ) Due	June 23, 2022, prior to 2:00 pm
Short-listed firms selected and notified	July 5, 2022
Interview Period	July 26 - 27, 2022
Firm(s) Selected and Announced	By August 1, 2022
Agreement(s) Executed	By August 9, 2022

Informational Meeting

There will be an informational meeting for this request, held via Zoom and a related non-mandatory on-site tour, Olympia or Tacoma location. 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 Enterprise services. *We will meet at (Location?)* For further directions for the pre-submittal informational meeting and 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 Gary.Wendleken@des.wa.gov and Gene.Lawrence@wsp.wa.gov

Date/Time	Zoom Meeting Links / Call In Information
June 3, 2022, at 10:00 am PST	Join Zoom Meeting https://des-wa.zoom.us/j/99119170535?pwd=UDBIRk1TVnVsMFFRZ3JsT2w1SDdRdz09 Meeting ID: 991 1917 0535 Password: 894167

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:

Qualifications of Key Personnel Identify specific individuals and sub-consultants with specific expertise in 'Crime lab Projects', for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how everyone'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.	25 points
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	30 points

<p>projects that have met goals similar to the Owner’s goals for this project. Identify delivery methods (Design Build / Design Bid Build) for each project. Provide original project budget and actual completed costs along with current contact information for reference checking.</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>	15 points
<p>Sustainable Design Experience This project will achieve a minimum LEED silver certification. To ensure the quality of life for future generations, Washington State seeks to demonstrate leadership in environmental stewardship and sustainability. WSP is one of the specific state agencies identified in Executive Order 18-01 which requires that that all newly constructed state-owned (including lease-purchase) buildings shall be designed to be zero energy or zero energy-capable and include consideration of net- embodied carbon. All proposed new facilities in this plan are proposed to be designed to be zero-energy capable.</p>	10 points
<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>	20 points
<p>Diverse Business Inclusion Strategies Describe strategies the firm has employed to increase opportunities for diverse business participation.</p>	Not scored

Selection Criteria Phase 2

Phase 2 consists of oral presentations and the Diverse Business Inclusion Plan. Each interview will be broken down into a Presentation by the short listed firms; approximately 20 minutes; followed by a Question and Answer session with the panel, approximately 30 minutes.

Interviews will be scored based on the following weighted criteria, as indicated, for a total of 100 points:

<p>Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities</p>	10 points
<p>Project Management: Scope management Budgeting and Cost Control Project Scheduling</p>	20 points
<p>Project Approach: Understanding of this project Challenges & Opportunities</p>	25 points

Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	25 points
Life Cycle Cost Analysis Experience	10 points
Sustainable Design Experience	10 points
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

Only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **June 23, 2022, by 2:00 pm.**

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions prior to **June 21, 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, 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-five (25) 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.

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 June 23, 2022, prior to 2000pm (as per date/time stamped by BOX.)

For selection process questions please contact Angeline Ernst, 360.480.1071, Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Gary Wendleken at 360.280.3960 or gary.wendleken@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 **July 25, 2022**. Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the end of the week of **August 1, 2022**.

Other Information

WSP Facilities Master Plan – Dated July 1, 2022

Extract from Substitute Senate Bill 5651 – Page 154

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 Project, found here: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

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.