

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Thursday August 25, 2022 prior to 2:00 PM**

**Consultant Services Required for Project No. 2022-354: WCC-Paint 300,000 Gallon Water Tank** for Washington Corrections Center (WCC), Department of Corrections (DOC) in Shelton, Washington.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting an Architect for design services to Repair and Paint WCC's 300,000 gallon elevated water storage tank.

This project removes existing lead-based paint from the structure, corrects minor deficiencies, and repaints the 1964 vintage water tower to preserve its structural integrity and to protect against corrosion. Repair work includes structural reinforcement of the tower supports, access ladder, and ladder safety rail system.

**Description of Facility**

The 300,000-gallon water tower at WCC stores and supplies approximately one-third of WCC's domestic and fire suppression water requirements.

The existing paint that covers the water tower is old, in poor condition, and contains lead and cadmium. Rust is visible on the water tank and tower structure, especially on unpainted areas.

The estimated Maximum Allowable Construction Cost (MACC) for this project is \$1,750,000. This project is funded for design only. Construction funding is anticipated in the 2023-2025 biennium.

**Project Goals**

- *Construction activities will not compromise WCC's security and safety.*
- *The repairs and new protective coating will maximize the water tank's service life*
- *Minimize long term maintenance costs*
- *Repaired ladder and ladder safety railing system will enable staff to safely access the water tank for maintenance activities.*

Submitting firms should have a strong background in abatement, structural repairs, and protective coatings.

**Project-Specific Information**

WCC is located near Shelton and has the capacity to house over 1,200 incarcerated individuals at varying levels of custody. While the water tower is located outside WCC's secure perimeter, DOC's security and safety procedures apply to the water tower's location.

### **Anticipated Selection Schedule**

RFQ Notice Issued	Thursday July 28, 2022
Informational Meeting	Thursday August 11, 2022
<b>Statement of Qualifications (SOQ) Due</b>	<b>See above date and time</b>
Short-listed firms selected and notified	Week of September 4, 2022 (Thursday 9/8/2022)
Interview Period	Week of September 18, 2022 (Wednesday 9/21/2022)
Firm(s) Selected and Announced	Week of September 25, 2022
Agreement(s) Executed	Mid October 2022

### **Informational Meetings and Site Tours**

An informational meeting and site tour will be held “**in-person**” for this project.

<b>Date/Time</b>	<b>In-Person Meeting Location</b>
<b>August 11, 2022 at 09:00 AM PST</b>	WA State Department of Corrections (DOC), Washington Corrections Center (WCC), at 2321 W Dayton Airport Rd, Shelton, WA 98584.  Use the rear gate located near the water tower from the Airport Way.

**A DES/DOC representative will meet at the water tower.** Participants for in-person meetings, including site tours, 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. Failure to comply with these safety guidelines and requirements will limit access to “in-person” meetings and/or site tours.

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

Firms 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.

For directions for the pre-submittal informational meeting and site visit, please contact the DES/DOC project manager Young Kim at [ytkim@DOC1.WA.GOV](mailto:ytkim@DOC1.WA.GOV), 360) 239-2701.

### **Submittal Requirements**

Due to the Governor's "Stay Home, Stay Safe" order, DES is accepting only electronic submittals. All electronic submittals must be emailed and received no later than the date and time specified.

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).

Statement of Qualifications (SOQ) must be formatted and met the following requirements:

- Title Page indicating: (not included in page count)
  - Project No. 2022-354: WCC-Paint 300,000 Gallon Water Tank
  - Department of Corrections, Washington Corrections Center
  - Name of Firm
  - Date of Submission
- Cover Letter (not included in page count)
- RFQ Attachment 1 (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

RFQ Attachment 1 must identify the Designated Point of Contact, Addresses of Multiple Office Locations of Firm (if applicable), Diverse Business Certifications, and acknowledgements related to the Governors 21-14.1 COVID-19 Vaccine proclamation. Attachment 1 must be situated behind a Title Cover or Cover Letter AND before any table of contents. Attachment 1 may be found at:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>

Federal form SF330 (Part II only) may be found at:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>

### **Maximum Page Count and Additional Content:**

SOQs must not exceed twenty-five (25) pages (total) of content using 8½ x 11 size sheets.

- Provided informational content is not included, the following will not be counted against the maximum page count:
  - Title and Back Cover Pages
  - Section Dividers/Tabs
  - Attachment 1 Form
  - Attachment 2 Federal SF330 (Part II only) Form
- When 11"x 17" size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.
- Content shall be presented no smaller than a 10-point font size
- Maximum file size for email attachments is 20 Mb

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

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

### **Amendments to this Notice**

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.

### **How to submit the Statement of Qualifications (SOQ)**

For submittal process, please submit SOQs to Holly Andreasen at [heandreasen@DOC1.WA.GOV](mailto:heandreasen@DOC1.WA.GOV), **AND** to the Project Manager, Young Kim at [ytkim@DOC1.WA.GOV](mailto:ytkim@DOC1.WA.GOV).

Failure to submit the SOQ by the specified date and time above or adhering to the submittal requirements herein may render the SOQ as non-responsive to this notice and rejected by DES for consideration.

### **Selection Process**

#### **Phase 1: SOQ Evaluation (total 100 points)**

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection committee as determined by DES/DOC. This committee will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

<p>Qualifications of Key Personnel</p> <p>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>	<p>35 points</p>
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<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>	35 points
<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>	N/A
<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>	N/A
<p><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.</p>	30 points
<p><b>Diverse Business Inclusion Strategies</b>  Describe strategies to increase opportunities for diverse business participation.</p>	Not scored

Based on each score, each SOQ will be ranked, and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

**Phase 2: Oral Interviews (total 100 points)**

Top-qualified firms (or firms with highest scores) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 25 Minutes)
- Question and Answer (Q&A) Period (Maximum: 15 minutes)

A meeting link for accessing the oral interview using Microsoft Teams will be provided to each top-listed firm following completion of Phase 1 Selection.

Weighted evaluation criterion for the Phase 2

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	25 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25 points
Project Approach: Understanding of this project Challenges & Opportunities	25 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	25 points
Life Cycle Cost Analysis Experience	N/A
Sustainable Design Experience	N/A
Diverse Business Inclusion Plan (written submittal)	NOT scored

## **Additional Considerations for Selection**

### **Diverse Business Inclusion Plan Requirements**

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form ([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)). A complete Diverse Business Inclusion Plan will be submitted to the DES/DOC Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must 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.

### **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).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- 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)

### **Evaluation and Scoring Considerations**

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee 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.

### **Other Information**

The successful most-highly qualified firm will be expected to enter upon DES' standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm. A copy of the standard agreement may be found here: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

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 state also reserves the right to terminate negotiations with the successful most-highly qualified firm if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All firms responding to this solicitation are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject public disclosure according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Holly Andreasen at [heandreasen@DOC1.WA.GOV](mailto:heandreasen@DOC1.WA.GOV).

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