

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **June 10, 2022 prior to 2:00pm**

Design and Construction Administration Services Required for Project No. 2022-453:

Fircrest School – Resident Cottage HVAC and Hot Water Upgrades. The resident cottages at Fircrest School in Shoreline WA support individuals with developmental disabilities for the Department of Social and Health Services (DSHS). This project upgrades cottage HVAC systems and converts campus provided steam heat to a local heat source.

Scope of Work

This Request for Qualifications is to select a lead consultant and associated team for Design, Bidding, and Construction Administration Services to upgrade HVAC and plumbing systems to include air conditioning and hot water generation in seven resident cottages. The project removes the cottages from central campus steam heat. The use of a variable refrigerant flow system is expected. Electrical system replacement to include transformers and panels to support new systems is also expected. Construction cost is estimated at \$4.5 million

Description of Facility

The Developmental Disabilities Administration (DDA), within DSHS, transforms lives by providing support and fostering partnerships that empower people to live the lives they want. The resident cottages provide short and long-term care for DDA clients. The cottages were built in the 1970's and are duplex units with about 8 residents on each side.

Project Goals:

This project achieves several goals. They include:

- Improved living space temperature control for very fragile residents.
- Replacement and improvement of end of life cycle electrical components.
- Removal of buildings from central steam heat for energy efficiency and fossil fuel reduction.
- Create electrical and plumbing improvements that will support future resident and staff needs for many years ahead.

In addition to strong mechanical and electrical design skills, submitting firms should have a strong background in the successful design associated with facilities for individuals with intellectual and developmental disabilities or other medical care facilities. Firms should also be well versed in designing/estimating to minimize construction impact on sensitive clients, even if it means a longer construction time.

There will be a ‘Microsoft Teams’ **Informational Meeting** for this request on:
 Thursday, June 2, 2022 at 2:00pm. Meeting link is:

[Microsoft Teams](#)

Please contact Dean Heglund: Dean.Heglund@dshs.wa.gov or Kari Robecker
Kari.Robeker@dshs.wa.gov if link does not function.

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 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.	35 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 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.	35 points
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.	30 points

Selection Criteria Phase 2

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

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
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

Due to the Governor’s “Stay Home, Stay Safe” order, only electronic submittals will be accepted. Electronic submittals must be received no later than **June 10, 2022 by 2:00 pm.**

To qualify for review, email submittals to dean.heglund@dshs.wa.gov and kari.robecker@dshs.wa.gov. **Submittals received after 2:00 p.m. on June 10 will be not be considered.**

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 and all Diverse Business certifications (if applicable).
 - 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/Advertised Selections/RFQ-Attachment1.docx](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised%20Selections/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, and tab sheets 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 25 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.

All submittals must be received no later than June 10, 2022 prior to 2.00pm

For selection process questions please contact Kari Robecker at kari.robecker@dshs.wa.gov.

For project questions please contact the Project Manager, Dean Heglund, 360-480-6069, Dean.Heglund@dshs.wa.gov.

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 **July 11-15**.

Interviews tentatively planned via ZOOM or Teams teleconference due to COVID-19 concerns.

Firms will be notified of the selection results no later than the week of **July 25-29, 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.

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 at: [Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects](#).

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 required to register in Washington’s Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

All Statement 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.

END OF REQUEST FOR QUALIFICATIONS