

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Due Date: **before 2:00 PM PST August 21, 2023**

ON-CALL CAMPUS ARCHITECTURAL SERVICES ARE REQUIRED for Project No. 2024-827, On-Call Campus Architect(s) for Shoreline Community College located in Shoreline, Washington.

For Complete Information, including updates/amendments visit our Web page at:
<https://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

1. Scope of Work

This Request for Qualifications is for the purpose of selecting an On-Call Campus Architect(s) to provide architectural and engineering services in connection with planned and unplanned projects implemented during the 2023-25 biennium (**July 1, 2023 through June 30, 2025**).

Services may also include assistance in the development of the preparation of the biennial Facility Condition Survey and the development of new major Capital Project Request Reports (PRR's) and other projects at the discretion of **Shoreline Community College**.

Potential projects may include, but are not limited to, remodels / renovation, design, engineering and consulting for general maintenance and repair projects, ADA accessibility, electrical, mechanical, roofing, and site work.

At Shoreline Community College potential projects, with a biennium budget of \$4million, include:

- Various Tenant Improvements throughout the campus – space renovation and development, and a new elevator.
- Recondition failed concrete surfaces to a pedestrian access bridge & shear wall.
- Repair drainage under building 1500.
- Repair Orchestra pit foundation drainage system.
- Replacement of failed door operators and doors.
- Replace obsolete boilers & circulation pumps
- Repair failing air handlers.
- Repairs to various roofs.
- Replace Three Phase Transformer.
- Replace multiple Potable Water Meters.
- Potential site work / ADA improvements

2. Project Goals for on-call projects:

- Align scope and budget
- Communicate effectively with stakeholders
- Minimize disruptions to the agency operations
- Maximize design and construction efficiencies for consultants, agency, & DES staff
- Maintain coordinated project schedule for completing design and construction on time
- Practice sustainable design

3. Selection Process and Timeline

Firms will be selected in a two-phase process:

Phase 1 - A selection panel will score and rank firm ‘Statements of Qualification’, then short-list top-ranked firms based on submitted information.

Phase 2 - Oral Presentations/interviews of short-listed firms.

RFQ Release	Friday, August 4, 2023
Informational Meeting	Friday, August 11, 2023, at 10:00 AM
Statement of Qualifications (SOQ) Due	before 2:00 PM PST Monday Aug 21 2023
Short-listed firms selected and notified	Week of September 4, 2023
Interview Period	Thursday, September 14, 2023
Firm(s) Selected and Announced	Week of September 18, 2023
Agreement(s) Executed	Sept 18 – Sept 30, 2023 (approx).

4. Informational Meeting

There will be an informational meeting for this request, held **virtually via Microsoft Teams**. Consultants who have previously not performed business with the state are **encouraged** to attend. If you’d like to send questions ahead of time, please send them to colin.bott@des.wa.gov 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.

Date/Time	Video Teleconference Meeting Links / Call In Info.
August 11th, 2023 at 10:00 AM PST <ul style="list-style-type: none">○ 2024-827 On-Call Campus Architect(s)	Click here to join the meeting Meeting ID: 239 711 862 747 Passcode: oENWqg Download Teams Join on the web Or call in (audio only) +1 564-999-2000,84424467# Phone Conference ID: 844 244 67# Find a local number Reset PIN

5. Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ.

The most qualified firms (finalists) may be invited to Phase 2 Oral Interviews. If so, the Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project.

Note, Phase 1 and Phase 2 scores are NOT combined.

6. Selection Criteria

Phase 1: Consultants 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 and provide resumes for specific individuals for key positions. Identify the main point of contact for the team. Describe how each individual’s professional experiences are relevant and bring value to the projects. Include an organization diagram showing staffing for this contract, include and identify additional key stakeholders and their roles together with communication paths.</p>	<p>20 points</p>
<p>Past Performance Describe and provide examples of how the proposer successfully developed Owner’s project scope while staying within the proposed budget. Project examples to list the AOR initial construction estimate (pre-bid) and the initial GC’s low bid number.</p>	<p>30 points</p>
<p>Relevant Experience Discuss projects that your firm and proposed staff have undertaken of similar scope, size and complexity within the past five years. Describe attributes of past projects that have met goals similar to the project goals. Describe managing multiple projects simultaneously. (<i>Relevant experience includes all services on various owners’ projects, not just state projects.</i>) Describe the firms internal ‘Quality Control’ procedures for Bid documents. Include examples for the firms means and methods, for management of Contract Administration.</p>	<p>40 points</p>
<p>Geographical Proximity (100 % of category total within a 50-mile radius of Agency) (50 % of category total within a 100-mile radius of Agency) (0 % outside a 100-mile radius of Agency)</p>	<p>10 points</p>
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	<p>0 points</p>

Phase 2: Phase 2 consists of oral presentations (approx. 35 minutes), and interviews/Q&A (approx. 10 minutes) of short-listed firms.

<p>Key Personnel & Workload Management Plan Include consultant staff introductions, noting roles & responsibilities, who will actually perform on-call services, along with consultant’s capabilities and organizational structure, for providing the desired services. Share strengths and weaknesses.</p>	<p>20 points</p>
---	------------------

<p>Relevant Experience</p> <p>Walk us through a few example projects of similar scope, complexity, and size, highlighting positives & negatives. Share how negatives were overcome.</p>	20 points
<p>Collaboration and Communication</p> <p>Describe communication and work with stakeholders.</p>	10 points
<p>Project Management & Approach</p> <p>Scope management</p> <p>Budgeting and Cost Control</p> <p>Construction Cost Estimating</p> <p>CA – Contract Administration</p> <p>Strengths and weaknesses.</p>	50 points

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.

7. Diverse Business Inclusion Goals

Phase 1 SOQs should include strategies to increase opportunities for diverse business participation.

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,
- 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

8. Submittal requirements

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/115ca4ed8d674e46b10fda8a6d955bec>

This link will be active until the submittal deadline, at which point the upload access will be removed. If you have trouble uploading or would like confirmation of your upload, please contact Angeline (Ernst) Butros via email: angeline.butros@des.wa.gov

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

Each submittal shall include:

- Completed copy of Consultant Selection Contact Form 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). Consultant Selection Contact Form should be situated behind any cover letter you choose to include AND before any table of contents.
- Federal Form 330 (Part II only)
- Diverse Business Inclusion Strategies
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than **fifteen (15)** pages of total content at 8 ½ x 11 sized single-sided sheets.
 - The page count does include:
 - Cover letter
 - Response to selection criteria
 - Resumes and references
 - The page count does not include:
 - Standard Form 330, Part 2
 - Tabs (unless they have more information than category name)
 - Cover Page (unless it has more information than project number, project title, firm name and address block)
 - Table of Contents (unless it has more information than category and page number)
 - Consultant Selection Contact Form (including supplemental attachments)

Consultant Selection Contact Form and Standard Form 330 can be found in the RFQ Consultant Selection Documents, located here: <https://www.des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

9. Next Steps

The selection panel will evaluate the Statements of Qualifications (Phase 1 submittals) and may invite the most-qualified consultants to participate in optional interviews (Phase 2).

Interviews will be held virtually via Microsoft Teams.

The top-ranking consultants from Phase 2 will be deemed to be “most highly qualified” to perform the desired services. These consultants may be called upon at any time during the biennium to scope and perform the desired services.

Consultants responding to this solicitation will be notified in writing of the selection results on or before **the week of September 18, 2023.**

10. Other Information

Funding for projects will be from State, local or federal funding. Firms shall have the capacity to produce project deliverables for multiple, simultaneously occurring projects and be capable of meeting strict biennial spending deadlines.

Agreements:

- The maximum value of any project-specific agreement fees shall not exceed \$300,000. The agreements for consultant services will be the standard Facility Professional Services agreement and fees will be negotiated.
- Enterprise Services reserves the right to enter any number of agreements within the biennium with any selected consultant. There shall be no guarantee that Enterprise Services will issue an agreement to any consultant selected as an “On-Call Campus Architect.”

Encouraged to Register in WEBS: All consultants responding to this request are encouraged to register in Washington’s Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state of Washington is an affirmative action employer. All information and documentation provided to Enterprise Services shall become the property of the state and may be subject to the Washington Public Records Act (RCW 42.56).

If you have any questions please contact the Project Manager, Colin Bott colin.bott@des.wa.gov