

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Friday 2/2/2024, prior to 2:00 pm**

Water System Design Services Required for Projects No. 2020-403 and No. 2023-425 for Department of Social and Health Services (DSHS) at the Western State Hospital (WSH), 9601 Steilacoom Blvd. SW, Lakewood, WA 98498.

Scope of Work

This Request for Qualifications is for the purpose of selecting a consultant for water system design services for 2020-403 WSH: West Campus Water System Improvements and 2023-425 WSH: Campus Water System Assessment and Improvements. Project 2020-403 supports construction of a new 350-Bed Forensic Hospital on the west campus of WSH. Project 2023-425 assesses the entire existing water system to potentially transfer through consolidation of WSH's water system to Lakewood Water District (LWD).

Project 2020-403: WSH – West Campus Water System Improvements

Water system design services and coordination include:

1. Prepare project reports in accordance with WAC 246-290-110 to submit a water system modification plan to the Department of Health. Calculations will include but are not limited to:
 - a. Temporary reroutes of existing water main to service hospital facilities while the LWD system is being installed.
 - b. Water service to a new Modular building (and fire service if needed).
 - c. Removal of entire western portion of existing water distribution system once LWD system is implemented.
2. Design the new west campus water system must meet LWD water system standards and specifications. The design will include but is not limited to the following items:
 - a. LWD Standards and Specifications can be found on the LWD website.
 - b. Watermain loop and connections to LWD system in Steilacoom Blvd
 - c. Water service (domestic, fire, and irrigation) for the New Forensic Hospital
 - d. Water service for existing buildings on west campus.
 - e. Potential connection(s) between the west campus to east campus water systems to supplement fire protection including necessary backflow prevention measures.

Project 2023-425: WSH – Water System Assessment and Improvements

This scope of work includes survey and assessment of WSH's entire campus water system and design services to support the potential transfer through consolidation of WSH's water system to LWD.

Water System Assessment. The water system assessment must include but is not limited to the following:

- Water System Plan (WSP) Preparation in accordance with WAC 246-290-100
 - Wellhead protection plan in accordance with WAC 246-290-135
 - Written Operation and Maintenance program in accordance with WAC 246-290-415
 - A fully documented Cross Connection program in accordance with WAC 246-290-490 and Lakewood water District Standards
 - Following WSP approval, submit project reports and construction documents for all drinking water infrastructure modifications needed to serve the entire WSH campus in accordance with WAC 246-290-110 and -120 and to conform with LWD standards and specification.
- Transmission and Distribution Piping Assessment: Perform a condition assessment of individual service connections, including main isolation connection, service meters, backflow prevention devices, and distribution piping. Identify all service connections both potable and non-potable being supported by the distribution system.
- Survey and Determination of Easements: Survey the raw and potable water piping and appurtenances from the sources and interties to the buildings. Determine and document the existing easements for water system infrastructure not on the WSH campus. Provide topographic and utility survey in format compatible with AutoCAD.
- Leak Detection Evaluation: Perform and document a water leak detection correlator survey.
- System Valuation: Prepare a system cost valuation based on the compiled results of the valuation of system assets and depreciated values due to the asset's life expectancy.
- Hydraulic Modeling: Prepare a hydraulic model which illustrates the effects of changing demand and climactic conditions on WSH's water distribution system. Hydraulic Model shall be compatible with Innovyze InfoWater. Calibrate hydraulic model through field flow tests and other methods as necessary.
- Use calibrated hydraulic model to determine available fire flow and overall capacity of the water system.
- Create a phased approach plan for future improvements needed for the consolidation of WSH's water system to LWD. The phased approach plan will need to align with the state of Washington's biennial capital budget process. Phases will be based on the need and constructability to perform work.
- Conduct budget level cost estimates for work needed to be performed as part of consolidating of WSH's water system to LWD.
- Conduct a long-term cost-benefit analysis for consolidating WSH's water system to the LWD.
- Perform water system design, including schematic design, design development and construction documents; to correct owner-approved, critical items identified in the water systems survey.

Description of Facility

Established in 1871, Western State Hospital (WSH) is a state psychiatric hospital serving adults from Western Washington counties. Located in Lakewood, the hospital provides evaluation and in-patient treatment for individuals with serious or long-term mental illness that have been referred to the hospital through the Managed Care Organizations, the civil court system, or the criminal justice system.

DSHS is the process of constructing a new 350-Bed Forensic Hospital on the grounds of Western State Hospital. The building is currently in design with an anticipated groundbreaking in Spring 2024 and construction completion in 2027. Water service is intended to be provided by LWD.

DSHS owns and oversees the operation of a domestic drinking water system (Public Water System ID 951501) serving WSH and the Child Study and Treatment Center. Providing safe drinking water and adequate fire flow for fire suppression is critical for the well-being of our patients and staff.

Project Goals

- Create a safe and healthy water system for WSH patients and staff.
- Develop a comprehensive plan that identifies future WSH water system improvements and can be used as part of the decision process for potentially consolidating the water system with LWD.
- Create a reliable water system that meets current and future WSH requirements.
- WSH is served by a water system that can be easily maintained minimizing impacts to WSH daily operations.
- Complete Transmission and Distribution Piping Assessment, Leak Detection Evaluation, and budget level cost estimates by July 2024 so that adequate budget requests can be made to State legislature for the desired improvements for funding in the 2025-2026 biennium.

Submitting firms must have a strong background in the innovative design of assessing complex water systems and navigating the transfer from private to public system.

Anticipated Selection Schedule

RFQ Notice Issued	Thursday 1/18/2024
Informational Meeting	Thursday 1/25/2024
Statement of Qualifications (SOQ) Due	Friday 2/2/2024
Short-listed firms selected and notified	Friday 2/9/2024
Interview Period	Wednesday 2/21/2024
Firm(s) Selected and Announced	Friday 2/23/2024
Agreement(s) Executed	Friday 3/8/2024

Informational Meeting

An informational meeting and site tour will be held **remotely** for this project.

Date/Time	Video Teleconference Meeting Links / Call In Information
Thursday 1/25/2024 at 10:00 am PST A site tour not be held immediately following the remote informational meeting.	Click here to join the meeting Meeting ID: 229 288 970 626 Passcode: KdfRwT Download Teams Join on the web Or call in (audio only) +1 564-999-2000,,115071870# Phone Conference ID: 115 071 870#

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.

Addenda to this Notice

It is the responsibility of the interested firms to track and changes to this solicitation. Refer to the DES website for any addenda 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>).

Submittal Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2020-403: WSH - West Campus Water System Improvements and 2023-425: WSH – Water System Assessment and Improvements
 - Department of Social and Health Services
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- RFQ Attachment 0 (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Past Performance and references
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, and address the Firm. The form must be situated behind a Title Cover or Cover Letter AND

before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page.

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page.

Maximum Page Count and Additional Content:

SOQs must not exceed twenty-five (25) single sided 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 0 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.

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.

How to submit the Statement of Qualifications (SOQ)

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

<https://wades.app.box.com/f/9c3f155ac5354c0da474a21c76c9142a>

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.

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section

(<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

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) will be invited to Phase 2 Oral Interviews. 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.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by DES. This panel 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 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 points
<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 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>	30 points
<p>Diverse Business Inclusion Strategies 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 (highest ranked firms) 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: 30 Minutes)
 Question and Answer (Q&A) Period (Maximum: 20 minutes)
 Firm Closing Statements (Maximum: 5 Minutes)

In-Person Interview Considerations:

Advance access to the presentation room will not be provided, and any time necessary to set-up or break-down the presentation must occur and be part of the total interview time allotted. Each top-ranked firm must bring all necessary presentation equipment, materials and supplies (i.e. laptops, projectors, cables, easels, etc.) to fully support of their presentation. No additional time will be granted to set-up and tear-down the presentation. Each top-ranked firm must remain within the total period provided for the interview.

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	20 points
Project Approach: Understanding of this project Challenges & Opportunities	40 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	15 points
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.

A complete Diverse Business Inclusion Plan will be submitted to the DES 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,
- 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

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.

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 Angeline (Ernst) Butros at 360.480.1071 or via email at: angeline.butros@des.wa.gov.

For questions specific to the project, please contact the Senior Project Manager, Aarón Martinez, at aaron.martinez@dshs.wa.gov.

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