

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Thursday, August 1, 2019 prior to 2:00 PM**

SERVICES REQUIRED

for

**Project No. 2018-507; L&I/WSDA Safety & Health Lab and Training Center - Architect Selection
for GC/CM Project Delivery Method**

For Department of Labor & Industries and Department of Agriculture, in Tumwater, WA

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architectural Firm for planning, design, and construction of the L&I/WSDA Safety & Health Lab and Training Center.

This project has received funding through an appropriation of State Funds 608 and 609 in the 2019-2021 Capital Budget, which was Legislator approved on July 1, 2019. The total project cost is \$53,000,000 with a target MACC of \$33,000,000. Substantial completion is expected to be October 2021.

A pre-design report was prepared in 2018 to assist the client agency in developing space programming requirements and cost estimates for the preferred facility & site options.

Client agency has selected Option 2, Site 3, consisting of:

- A 53,154 square feet facility, on a 7 acre undeveloped parcel
- Site 3 is 7345 Linderson Way SW, Tumwater, WA 98512
- A shared facility between two Departments, Labor & Industries and Agriculture
- Accommodates 100% of program requirements for both agencies

The building is pursuing LEED Platinum certification and meeting zero net energy requirements. The Architect will be required to have a LEED Accredited Professional perform LEED administrative services in pursuit of certification. The International Living Future Institute has been retained by the State to support pursuit of a Zero Net Energy (ZNE) certification.

The documents are posted to the DES website at (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>) and shall serve as initial references. Verification and updating of the information may be required.

Submitting firms should have GC/CM experience and a strong background in multi-phased construction and the State of Washington capital budget process. Consultants will be part of an integrated team and expected to work with the GC/CM during all phases of the project, with an emphasis on value engineering throughout the process. Consultants should include past projects with integrated project delivery and explain their approach to value engineering and working with a GC/CM. The GC/CM selection process will begin shortly after the Architectural firm is selected.

While the project is expected to utilize the GC/CM project delivery method, the state reserves the right to switch to a Design-Bid-Build project delivery method during the process.

There will be an **Informational Meeting** for this request on:

Tuesday, July 16, 2019 at 1:00 PM

at

Department of Enterprise Services
1500 Jefferson Street SE, Olympia, WA 98504
Conference Room 2332

For questions please contact Oliver Wu, (360) 407-8534, oliver.wu@des.wa.gov

Selection Criteria

Firms will be selected in a two-phase process: Phase 1- evaluation and short listing of finalist firms based on submitted Statement of Qualification, and Phase 2 - oral presentations and interviews of short listed finalist firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

- Qualifications of Key Personnel (25 points);
- Relevant Experience (25 points);
- Previous Performance (25 points);
- Project Approach (25 points)
- Diverse Business Inclusion Plan (Pass/Fail)

Other Information

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services 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, based on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://pr-webs-vendor.des.wa.gov/>.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The 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 compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 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 charles.wilson@des.wa.gov
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit five (5) hard copies and one (1) electronic copy of the Statements of Qualifications on a USB flash drive, with the project number and title clearly identified on the exterior of the flash drive. The Statements of Qualifications submittals should include:

- Executive summary
- 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 Board in evaluating your qualifications.
- Consultant Diverse Business Inclusion Plan form may be found at:
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Amanda Witt, 360-407-8028, amanda.witt@des.wa.gov
 Department of Enterprise Services
 Engineering & Architectural Services
 1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
 P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

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 Thursday, August 1, 2019 prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact **Amanda Witt, (360) 407-8028, amanda.witt@des.wa.gov**.

For project questions please contact the Project Manager, **Oliver Wu, (360) 407-8534, oliver.wu@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 board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be requested to submit a fee proposal to initiate agreement negotiations.

Phase 2 Interviews will be **scheduled for the week of August 19, 2019** at the Department of Enterprise Services Conference Room TBD at 1500 Jefferson Street SE, Olympia WA 98501.

Firms will be notified of the selection results by September 3, 2019.

The State of Washington is an affirmative action employer. All submittals become the property of the State.

Reference Documents

Attachment 1 – Owner’s Project Requirements

Attachment 2 – Project Charter

Attachment 3 – Predesign Report