

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **June 20, 2019**

SERVICES REQUIRED for Project No. 2019-512; CAMPUS OFFICE RELOCATIONS, HIGHLINE COLLEGE, Des Moines, WA, 98198

Scope of Work

This Request for Qualifications is for the purpose of selecting an architect to provide architectural and engineering consultant services for the renovation of four buildings from classrooms and offices into new office configurations to support reprogramming needs at Highline College, Des Moines, WA. 98198

The scope of work will consist of the programmatic planning, design, construction management, and project planning of renovations of Buildings 1, 3, 6, and 12 on Highline College's campus. Project to include relocation of programs out of Building 99 and into Buildings 1, 3, 6, and 12. Also relocation of various programs between Buildings 1, 3, 6, and 12 to be incorporated. Project design to include: conversion of existing classrooms and offices into reorganized offices and open workspaces, and evaluation and design of HVAC systems, electrical systems, and plumbing to incorporate new restrooms in classroom buildings. Project will be phased and allow for continuous construction phasing and department relocation. Estimated MACC \$3 Million. Milestone schedule dates for completion of design/permitting is December 2019, construction substantial completion September 2020, Final Completion December 2020.

The goal of each relocation/renovation is to minimize the disruptions to the Campus operations; maximize the efficiencies for the Campus; maintain consistent planning and design standards; and maintain a coordinated program schedule for completing all the work in a thoughtful organized manner.

Consultants should have a strong background in multi-phased State Agency Construction, the State of Washington capital budget process, planning, and sustainable design in educational facilities.

There will be an **Informational Meeting** for this request on:
June 13, 2019 at 10:30 am

Highline College, 2400 South 240th Street, Des Moines, WA 98198

For additional information, CONTACT:
Julie Nakahara, EAS Project Manager, 360-239-7706, Julie.Nakahara@des.wa.gov
Christina Neville-Neil, Highline College Facilities and Project Manager, 206-592-3262,
CNeவில்neil@Highline.Edu

Selection Criteria

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

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 300 possible points:

Qualifications of Key Personnel	100 points
Relevant Experience	100 points
Project Approach	100 points
Diverse Business Inclusion Plan (mandatory requirement, UNSCORED)	

Other Information

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 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, 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://fortress.wa.gov/ga/webs/>.

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.

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 required number of Statements of Qualifications, (five (5) copies) and two electronic copy, with the project number and title clearly identified on the front cover. Each of the 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
 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 (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than June 20, 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, **Julie Nakahara, 360-239-7706, Julie.Nakahara@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 selected.

Phase 2 interviews will be scheduled for the week of **July 9, 2019** at **Highline College, Des Moines, WA.**

Firms will be notified of the selection results on **July 10, 2019.**

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