

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Date: June 4, 2019

SERVICES REQUIRED for Project No. 2019-828  
**Tacoma Community College On Call Architect, Tacoma, WA**

**Scope of Work**

*This Request for Qualifications is for the purpose of selecting a Campus Architect for Tacoma Community College to provide services for the 2019-2021 biennium.*

*The scope of work may include architectural design, engineering and construction administration services for various minor works preservation, infrastructure and programming projects. This may include various building repairs, minor works-program, minor works-preservation, roofing, HVAC repairs, interior remodels and Tacoma Community College locally funded projects.*

*Assist in the development of the Facilities Master Plan Update and other projects at the discretion of the Tacoma Community College.*

There will be an **Informational Meeting** for this request on:  
Tuesday May 21<sup>th</sup> at 11:00 AM

Tacoma Community College, Building 1  
6501 S 19th St, Tacoma, WA 98466

Contact Person: Jonathan Martin, [jonathan.martin@des.wa.gov](mailto:jonathan.martin@des.wa.gov) 360.239.3350

**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 for a total of 300 possible points:

- Qualifications of Key Personnel 100 points
- Relevant Experience 100 points
- Project Approach 100 points

## **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/>.

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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](http://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](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

## **Submittal Requirements**

Submit required number of Statements of Qualifications, 5 copies and one 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: David Baker  
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 and date/time stamped by E&AS no later than June 4, 2019 prior to 3:00 PM.**

For selection process questions please contact David Baker, 360.407.8019, [david.baker@des.wa.gov](mailto:david.baker@des.wa.gov).

For project questions please contact the Project Manager, Jonathan Martin [Jonathan.martin@des.wa.gov](mailto:Jonathan.martin@des.wa.gov) 360.239.3350.

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; Tacoma Community College reserves the right to select more than one firm

Phase 2 Interviews are tentatively scheduled for the week of June 17th at Tacoma Community College.

Firms will be notified of the selection results in end of June 2019.

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