

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

**NOTICE TO CONSULTANTS**  
**REQUEST FOR QUALIFICATIONS**  
Submittal Date: **June 6, 2019**

ARCHITECTURAL SERVICES REQUIRED for Project No. 2019-838, On-Call Architect for Bellingham Technical College and Whatcom Community College located in Bellingham, Washington.

**Scope of Work**

This Request for Qualifications is for the purpose of selecting a Campus Architect to provide services for both campuses from the date of agreement execution to June 30, 2021.

At least two on-call firms will be selected to provide Architectural Services and by amendment to procure selected engineering design/construction administration services. The consultant must be able to provide responsive and complete services, beginning with programming/design, continuing through bidding, construction administration and project closeout through warranty period.

The selected firms will work with either or both colleges, at the option of the individual colleges. Work may include, but is not limited, to design, engineering and consulting for general maintenance and repair projects as well as various remodels.

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 Report (PRR's) and other projects at the discretion of the Colleges.

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

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

Thursday, May 30, 2019 at 1:00 pm

Whatcom Community College

Laidlaw Center, Room 143

237 West Kellogg Road

Bellingham, WA 98226

Kevin Barber, Project Manager (360) 628-6417, [kevin.barber@des.wa.gov](mailto:kevin.barber@des.wa.gov)

## **Selection Criteria**

Firms will be selected in a one-phase process: Phase 1 – selection of firms based on submitted information.

Firms will be considered for selection based upon the following criteria for 150 possible points:

- Qualifications of Key Personnel (50 points);
- Relevant Experience (35 points);
- Capacity and Production Capabilities (25 points);
- Budget and Cost Control (25 points);
- Geographical Proximity (15 points) – Within a 50-mile radius of Bellingham

## **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/>.

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.

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 two (2) electronic copies of the Statements of Qualifications on USB flash drives, with the project number and title clearly identified on the exterior of each 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: 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. Please see the website <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants>

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 6, 2019, prior to 2:00 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, Kevin Barber, (360) 628-6417, [kevin.barber@des.wa.gov](mailto:kevin.barber@des.wa.gov).

NO FAXED OR E-MAILED COPIES WILL BE ACCEPTED.

Firms will be notified of the selection results by **Thursday, June 13, 2019.**

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