

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: January 28, 2020**

SERVICES REQUIRED for Project No. 2019-840; **Two On-Call Campus Architects, Highline College, Des Moines, WA**

Scope of Work

This Request for Qualifications is for the purpose of selecting two Campus Architects for Highline College to provide architectural and engineering services for the 2019-2021 biennium.

The scope of work may include architectural design, engineering and construction administration services for various minor projects, infrastructure and programming projects. This may include various building repairs, minor works projects, roofing, HVAC repairs, interior remodels, ADA upgrades, studies, campus way finding, sewer repairs, feasibility studies and needs that may present the campus during the biennium.

The MACC budget for each project is yet to be determined.

Project Goals:

- Minimal disruption to an on-going functioning campus
- Projects completed within the scope, budget, and schedule.
- Open and timely communication.

Submitting firms should have a strong background in State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, the LEED process, and in the innovative design of campus educational facilities related teaching environments.

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

Tuesday, January 21, 2020 at 1:00 pm

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

Building 25, room 117

Contact: EAS Project Manager, Julie Nakahara, 360-239-7706 , Julie.Nakahara@des.wa.gov, or
Highline College Project Manager, Christina Neville-Neil, 206-653-5537,
cneville@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 weighted criteria, as well as submittal requirements, as indicated, for a total of 300 possible points:

- Qualifications of Key Personnel (100 points)
- Relevant Experience (100 points)
- Past Performance (100) points)

Evaluation and Scoring

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel 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.

Diverse Business Inclusion

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).

The selected 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 reporting requirements.

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

- 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 or <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

Submittal Requirements

Submit required number of Statements of Qualifications, (4 printed copies) and two electronic copies, 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 Panel in evaluating your qualifications.
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, 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 (<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 January 28, 2020, 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, P.E., EAS Project Manager, Julie.Nakahara@des.wa.gov, 360-239-7706.**

NO FAXED, OR E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will interview top ranked short-listed firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel's consensus evaluation.

The Phase 2 interview criteria will be provided to the short-listed firms. The top two ranking Phase 2 firms will be selected.

Phase 2 Interviews are tentatively scheduled for Thursday, February 13, 2020, at Highline College.

Firms will be notified of the selection results no later than the last week of February 2020.

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/>.

All submittals become the property of the State and are subject to public disclosure.