

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **Wednesday, October 16, 2019, prior to 2:00 PM**

SERVICES REQUIRED

for

**Project No. 2020-006; Additional Vaults and Roadway,
Washington State Veterans Cemetery at Medical Lake.**

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architectural Firm to provide architectural and engineering services for expansion of the in ground interment areas, in ground inurnment areas, memorial walls, columbarium, site infrastructure, interior road expansions, new generator install, emergency wash station/facility shower, security system, irrigation well, parking area lighting and site fencing at the Washington State Veterans Cemetery at Medical Lake.

The scope of work includes all architectural and engineering design services as well as construction administration services. Design services to include all civil, electrical, and landscaping/irrigation, including determination and implementation of regulatory requirements as established by the State of Washington and Spokane County.

The MACC budget for project is approximately \$2,300,000. This Project has been funded for Design and Construction.

Project Goals:

1. In-ground Interment
 - a. Add 990 standard sized double depth vaults.
 - b. Add 20 oversized double depth vaults.
 - c. Temporary fencing with screening of burial area.
 - d. Temporary irrigation to allow watering of non-effected areas.
2. In-ground Inurnment
 - a. Develop two in-ground inurnment areas adjacent to the expanded access road listed below in item #3.
 - b. Sift soils in new burial area to clean out boulders and large rocks that impact future placement.
 - c. Add irrigation to support new inurnment areas.
3. Interior Road Expansion
 - a. Develop west loop from committal shelter to flag assembly area. This is to allow access to west side of existing and new in-ground interment areas to be developed in item #1 and in-ground inurnment areas to be developed in item #2.

- b. Provide sub-drainage to support the new road and in-ground inurnment areas along with storm runoff from western edge of property.
4. Memorial Walls
 - a. Add two additional memorial walls (#3 and #4) to replicate memorial walls previously built. This will add a total of 216 markers (108 per wall).
5. Columbarium Wall
 - a. Complete last Columbarium Wall in north columbarium location (Wall G).
6. Generator
 - a. Furnish and install new generator (natural gas) sized to operate administration building, maintenance building, and committal shelter during frequent brown outs.
 - b. Furnish and install automatic transfer switch.
7. Maintenance Facility Shower (or at minimum an emergency wash station)
 - a. Current facility does not have a shower. This request is to protect staff from safety issues that arise from completing the daily tasks.
8. Maintenance Facility Security System
 - a. Furnish and install camera and security system to maintenance building and maintenance yard.
9. Administration Building Entrance
 - a. Reroute the concrete path from visitor parking to the main entrance of the Administration Building.
10. New Irrigation Well
 - a. Either reenergize preexisting well head, or dig new well for irrigation usage.
11. Staff Parking Area Lighting
 - a. Necessary due to winter weather and less daylight hours posing a safety issue to the staff.
12. Site Fencing
 - a. Provide brown chain-link fencing to match site fencing on the south side of Espanola Road on the north side to not allow access to site and protect current irrigation well pump.
13. Sod Replacement
 - a. Estimated need of replacement of two (2) acres of sod throughout cemetery.

Submitting firms should have a strong background in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable and innovative design, project oversight and administration.

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

Monday, October 07, 2019 at 1:00 PM

at

Washington State Veterans Cemetery

21702 W. Espanola Road, Medical Lake, WA 99022

Barbie Downing, DES PM at Barbie.downing@des.wa.gov and (509) 280-5700

IMPORTANT CLOSURE INFO: 10 day road closure coming to Medical Lake/SR 902 Interchange which will impact travel to the State Veterans Cemetery

The closure is scheduled to begin Monday, September 30, and last through Wednesday, October 9. During the closure, traffic will not be able to travel between the north and south side of I-90 over the existing bridge, and will not be able to exit or enter westbound I-90 at the Medical Lake interchange. Please see links below for alternate routes from Spokane.

[Directions to Cemetery from Spokane via HWY 2](#)

[Direction to Cemetery from Spokane via SR 904](#)

For additional project information visit: <https://www.wsdot.wa.gov/projects/i90/medical-lake/home>

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, interviews, and Diverse Business Inclusion Plans 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 100 possible points:

Qualifications of Key Personnel	30 points
Relevant Experience, Previous Performance	40 points
Project Approach	25 points
Geographic Proximity, Inside a 60-mile radius of Spokane	5 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

Phase 2 Submittal Requirements (mandatory requirement, Not Scored):

All shortlisted Firms, including diverse-owned firms, will be required to submit a Diverse Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged.

https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf

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, (2 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. Also, refer to the Diverse Business Inclusion section below.
- No more than twenty (20) total pages of single sided 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 Wednesday, October 16, 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, **Barbie Downing, (509)280-5700, Barbie.downing@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 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 ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for the week of **Wednesday, October 30, 2019** at 21702 W. Espanola Road, Medical Lake, WA. 99022 (cemetery conference room)

Firms will be notified of the selection results no later than the first full week of November 2019.

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.

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