

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date **December 16th, 2019 prior to 2:00 PM**

Pre-Design Services Required for Project No 2020-095;

Academic School Building, Echo Glen Children's Center Campus, Snoqualmie, WA 98065

On behalf of the Department of Children, Youth and Families (DCYF).

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the Echo Glen Children's Center Academic School. The scope of work includes predesign services only.

Description of Facility

Echo Glen Children's Center (EGCC) is a Medium / Maximum security rehabilitation facility for children from the ages of 12 to young adults (Male and Female) located just off of I-90 in Snoqualmie, WA. Youth live on campus 24/7, 365 days per year. The campus consists of 13 residential cottages that provide living quarters for about 16 children each. The campus also includes a school, gymnasium, clinic, kitchen and dining room, library, administration building, and other support spaces.

Echo Glen provides educational programs on site for all age groups through the Issaquah School District. The current school was constructed in the mid-1960's and has outlived its usefulness. There have been several renovations over the years. But even with that, the roofs leak, the brick has deteriorated, mechanical systems are inadequate and the facility lacks appropriate internet and other technology to prepare youth to function in modern society after release. The classrooms are not sized appropriately and are inadequately equipped for an older youth population that will soon reside at Echo Glen. This project is to explore options and produce a predesign document for the replacement or major renovation of the existing facility that provides a 21st century education for the youth at EGCC. The OFM Predesign requirements can be found at the following link:

<https://ofm.wa.gov/sites/default/files/public/budget/instructions/capital/2019-21Predesign.pdf>

A targeted Maximum Allowable Construction Cost for project is approximately between \$25 -\$35 million dollars. The completed Pre-Design document is required by June 1, 2020.

Project Goals:

- Enable students the use of updated learning tools and available technology.
- Updated safety and security features
- School must be fully ADA accessible
- A better educational environment
- A better climate controlled, energy efficient building

- Reduce overcrowding in classrooms
- Develop an environment that encourages active learning, collaboration and innovation in spaces designed for active learning, group work and collaboration.

Submitting firms should have a strong background in multi-phased State agency construction, the State of Washington capital budget process, planning life-cycle analysis, site analysis, and innovative design of campus educational facilities, and have experience related to the design of Medium/Maximum Security facilities.

There will be an **Informational Meeting** for this request on:
 December 3rd, 2019 at 10 AM
 Echo Glen Children’s Center
 33010 SE 99th Street
 Snoqualmie, WA 98065

At the gate intercom, please press buzzer and state your name and business. Continue to drive another half mile of wooded narrow road before coming to the campus. Turn left at the roundabout and parking will be on the left hand side.

For additional information, please contact:
 Gary Wendleken, E&AS Project Manager
gary.wendleken@des.wa.gov 360-280-3960
 Trent Phillips, Capital Budget/ Facilities Manager
trent.phillips@dcyf.wa.gov 360-951-0717

Echo Glenn is a secured facility. This will be the only opportunity for prospective consultant to observe the site prior to submitting SOQ’s.

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 500 possible points:

*Qualifications of Key Personnel	150 points
*Relevant Firm Experience	150 points
*Site planning	100 points
*Sustainable Design Experience	75 points
*Life Cycle Cost Analysis	25 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.

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 <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (WEBS).

The selected consultant and all sub consultants 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: 360-725-2200 or 1-800-562-2308 www.dva.wa.gov (TDD 360-725-2199)

Submittal Requirements

Submit required number of Statements of Qualifications, six (6) 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 content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, Diverse Business Inclusion Past Performance, and tab sheets with no printing are not included in page count total.
 - Note, 11”x 17” fold outs can be included, but counted as two pages.

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 and date/time stamped by E&AS
no later than 2:00 PM on December 16th, 2019**

For selection process questions, please contact the Selection Administrator Amanda Witt at 360-407-8028 Amanda.Witt@des.wa.gov.

For project questions please contact the Project Manager, Gary Wendleken at 360-280-3960 Gary.Wendleken@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 firms will be selected.

Phase 2 Interviews will be scheduled for the week of **January 27, 2020 at Echo Glen Children's Center.**

Firms will be notified of the selection results no later than the week of **February 3, 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 for this project beyond those services advertised above.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement. Fees will be negotiated when applicable and based on the 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.