

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: Thursday, March 12, 2020**

SERVICES REQUIRED for Project No. 2020-148; STEM BUILDING, Pierce College, Puyallup. Pre-Design & OPR Services.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services and development of the Owners' Project Requirements for the for the Science, Technology, Engineering, Mathematics (STEM) Building located at Pierce College, Puyallup campus.

The MACC budget for project is approximately \$26,000,000.

This selection is limited to Pre-Design to define the parameters of the project. The predesign completion is June 30, 2020.

It is anticipated that the project delivery will be progressive design build with a design build selection starting in early 2021.

Predesign Goals:

- Define the program requirements to provide appropriately sized and configured flexible learning spaces to include STEM course and program offerings in order to meet student and industry needs.
- Develop the Owner's Project Requirements to ensure that the project delivery meets the owner's needs for maintenance and operations over the services life of the facility.
- Meet the requirements established in the OFM predesign manual.

Project Goals:

- Reduce existing wait lists for many course offerings
- Provide a greatly needed and currently non-existent Organic Chemistry Laboratory
- Provide a multi-purpose Fabrication space to ensure a greatly improved and necessary capability in Physics and Engineering
- Expand the Engineering and Computer Network Engineering programs
- Develop new programs in Robotics and Additive Manufacturing/3-D Printing
- Meet standards for institutional accreditation
- Support improved ADA accessibility
- Further integrate energy efficient building systems into the campus environment

Provide enhanced surrounding site improvements such as lighting, landscaping, and exterior signage. Continue an emphasis on maintaining a welcoming environment for all students

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 design, the LEED process, and in the innovative design of campus educational facilities related to science and technology laboratory spaces and collaborative teaching environments.

There will be an **Informational Meeting** for this request on:
Wednesday, March 4, 2020, TIME 11:00
Pierce College, Ft. Steilacoom Campus
9401 Farwest Drive
Lakewood, WA 98498
Cascade Building, Room CAS 371
Chris Gizzi, 360-407-9304, chris.gizzi@des.wa.gov
Charlene Wilson, 206-255-9113, charlene@cwcpm.com

Please note this meeting is at the Pierce College, Lakewood Campus, not the Puyallup campus.

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	25 points
Relevant Experience of Project Team	25 points
Project Approach	15 points
Life Cycle Cost Analysis Experience	15 points
Sustainable Design / LEED Experience	20 points

Definitions

Qualifications of Key Personnel means the mandatory selection criterion of the professional qualifications and experience of proposed project team members of a consultant candidate for the specific needs of the project or requested services. This may include major or specialty sub-consultants as applicable.

Relevant Experience means the mandatory selection criterion of the direct experience of a consultant team for the advertised project type, preferably within the last five years.

Project Approach means the optional selection criterion of the consultant candidate's demonstrated understanding of the RFQ scope of work and design challenges, needed consultant services, and strategies for managing and delivering pre-design services.

Life Cycle Cost Analysis Experience means the selection criterion of the consultant candidate's experience using life cycle costs, operating costs, and energy efficiency measures in the design of building projects. This is a mandatory Phase I and Phase II selection criterion for projects greater than \$5 million or new construction with an area of 5,000 square feet or greater, in accordance to Executive Order [13-03](#)

Sustainable Design Experience means the selection criterion of the consultant candidate's design experience integrating and optimizing all major high-performance building attributes, including energy efficiency, durability, life-cycle performance, and occupant productivity. This is a mandatory Phase I and Phase II selection criterion for projects greater than \$5 million, or construction of new buildings or with an area of 5,000 square feet or greater.

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, two (2) electronic copies, with the project number and title clearly identified on the packaging. 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, 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 Thursday, March 12, 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, **Chris Gizzi, chris.gizzi@des.wa.gov, 360-407-9304.**

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, April 1, 2020 at Pierce College, Lakewood Campus.**

Firms will be notified of the selection results no later than the first week of April 2020.

Other Information

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.