

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

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

SERVICES REQUIRED for: **Project No. 2020-175; Campus-Wide Electrical Service Panels Arc Flash Study**

**Scope of Work**

This RFQ is for the purpose of selecting a Consultant Firm to perform a Campus-Wide Electrical Service Panels Arc Flash Study that will provide safety to State Staff. This Study is to determine the hazards and risks associated with the electrical service and sub-panels at all DES managed facilities as they relate to the potential of an Arc Flash. The selected Consultant Firm will be required to conduct a full on-site evaluation of these panels. This should provide the Consultant the needed information to perform the calculations required to identify the Arc Flash hazards and risks for each of the service and sub-panels at each of the properties based, at a minimum, on the current standards in NFPA 70E and IEEE 1584.

Also required will be to provide updated warning labeling for the panels, a safety training program for State Staff, identify electrical repairs from the electrical service entry panels to subpanels for code and safety, and identify Personal Protective Equipment (PPE) requirements based on the hazard and risk levels determined by the Study.

General Project Goals:

- Deliver analysis that will provide a safe work environment
- Install updated labeling on electrical panels
- Provide Arc Flash training
- Identify needed Personal Protective Equipment

Additional reference documents will be made available and discussed at the informational meeting. These documents will be posted to the DES website at (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>) and shall serve as initial references. Verification and updating of the information may be required.

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

**Tuesday, October 8, 2019 at 9:30 AM**

at

Department of Enterprise Services  
1500 Jefferson Street SE, Olympia, WA 98504  
Conference Room 2208

For questions please contact Bob Willyerd, [bob.willyerd@des.wa.gov](mailto:bob.willyerd@des.wa.gov), 360-407-8497

### 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 100 possible points:

Qualifications of Key Personnel	20 points
Relevant Experience	40 points
Diverse Business Inclusion Plan	15 points
Capacity to perform work	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.

[https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan\\_2019.pdf](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

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (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](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 360-999-7667 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans’ Affairs: 360.725.2169 or 360.725.2200 or [www.dva.wa.gov](http://www.dva.wa.gov) or <http://www.dva.wa.gov/BusinessRegistry/Search.aspx>

### **Submittal Requirements**

Submit required number of Statements of Qualifications, one (1) copy and one (1) 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, and tab sheets are not included in page count total.
  - Note, 11”x 17” fold outs can be included, but counted as two sheets.
- Electronic copies should not exceed 25 MB in size and be contained in one single file

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](mailto:Amanda.Witt@des.wa.gov).

For project questions please contact the Project Manager, **Bob Willyerd**, [bob.willyerd@des.wa.gov](mailto:bob.willyerd@des.wa.gov), 360-407-8497.

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 **end of October or beginning of November 2019 in Olympia, WA** at 1500 Jefferson street SE, Room TBD.

Firms will be notified of the selection results no later than November 15, 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.