

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: September 26, 2019**

CONSULTANT SERVICES REQUIRED for Project No. 2020-404; Western State Hospital: The project is to replace and or modernize 7-elevators in 3 buildings for the Hospital for the Department of Social and Health Services (DSHS).

Scope of Work

This Request for Qualifications is for the purpose of selecting a consultant services for the design through construction administration for the elevator replacement and modernization of 7 elevators on the Western State Hospital campus in Lakewood, WA.

Western State Hospital provides services for adult forensic and civil patients. DSHS has received funding in the 2019-21 biennium to complete the design and construction of the replacement and modernization of 7 elevators on the Western State Hospital campus in Lakewood, WA.

The project replaces and/or modernizes 7-elevators in the following buildings:

- 2-elevators in South Hall (Bldg 21).
- 4-elevators in East Campus (Bldg 29).
- 1-elevator in Bldg 9.

The project replaces the control systems with modern electronic controls to provide greater reliability, safety, and energy efficiencies. Modernized elevator cars will have durable finishes, operator panels, and meet current codes including the accessible requirements of the building code. The successful team will evaluate and identify, which elevator(s) will be replaced and which will be modernized within the \$3,315,000.00 Maximum Allowable Construction Cost (MACC).

Additionally, two of the elevators are leaking hydraulic fluid from an unknown location. It is possible the leak is underground, which may require environmental investigation, testing and mitigation.

Project Goals:

- Deliver safe conveyance for WSH patients, staff, and visitors which support program requirements.
- Meet and/or exceed applicable codes and authorities having jurisdiction (AHJ) requirements.
- Identify and prioritize elevator replacement, repair, and modernization requirements

- Maximize the budget to address the highest priority repairs and improvements to extend the service life.
- Deliver elevators with low operational and maintenance costs.
- Minimize the construction impact to WSH's daily operations and patient treatment

There will be an **Informational Meeting** for this request on:
Wednesday, September 18th, 2019 at 10:00 am

Location: Meet in the lobby of Building 18 on the Western State Hospital Campus

For additional information contact:
 Clynn J Wilkinson Jr, Project Manager
 360-902-8156 desk or 360-764-0385 cell
wilkiej@dshs.wa.gov

Or

Bob Hubenthal, Capital Programs Chief
 360-902-8168 desk or 360-480-6935
hubenbj@dshs.wa.gov

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. Please highlight experience with elevator renovation projects and working in psychiatric hospitals (or other medical facilities). **(35 points)**
- General Project Approach. **(25 points)**
- Diverse Business Inclusion Plan. (Not Scored)
- Life Cycle Cost Analysis Experience. **(15 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 <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,
- 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 <http://www.dva.wa.gov/BusinessRegistry/Search.aspx>

Submittal Requirements

Submit required number of Statements of Qualifications, five (5) copies and two (2) 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 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: Luda Rybalchenko
Department of Social and Health Services
Office of Capital Programs
1115 Washington Street SE, Olympia, WA 98504-5848 (hand delivered or courier)
PO Box 45848, Olympia, Washington, 98504-5848 (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 **September 26, 2019 prior to 2:00 PM**, (as per date/time stamped by E&AS.)

For selection process questions please contact Luda Rybalchenko at 360-902-8316 RybalLX@dshs.wa.gov.

For project questions please contact the Clynn J Wilkinson Jr, Project Manager, or Bob Hubenthal, Capital Programs Chief.

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

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking will be based on an evaluation of the submitted information. The ranking will include checking the provided references. The ranking will be to determine those from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided from the short-listed firms from phase 1. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will likely be scheduled for the week of October 7th, 2019, at Western State Hospital.

Firms will be notified of the selection results within one week of the Phase 2 Interviews.

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.