

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

**NOTICE TO CONSULTANTS**  
**REQUEST FOR QUALIFICATIONS**

Submittal Date: **December 2, 2021 before 2:00 p.m.**

**Services Required for Project No. 2018-429: Snohomish County - Siting, Selection, and Pre-design of a Secure Community Transition Facility** for the Washington Department of Social and Health Services (DSHS).

**Scope of Work**

This Request for Qualifications is for selecting a consultant to support DSHS in site evaluation and selection, jurisdiction and public review, and architectural pre-design and cost estimating to construct a Secure Community Transition Facility (SCTF) within Snohomish County. Construction is not funded at this time. The expected capacity of the SCTF is 16 to 24 resident beds along with associated treatment and administration space.

Siting will be conducted under the guidance of RCW 71.09 and local ordinances. The site will likely be very difficult to locate considering the required buffers and the community attitudes toward these types of facilities located in their communities. There are many objective and subjective siting criteria. Assisting in successfully navigating the search, evaluation, and procurement process with local jurisdictions, community leaders, and residents are critical aspects of this agreement along with typical predesign type activities once a location is found.

**Description of Facility**

The Federal District Court requires the DSHS operated Special Commitment Center (SCC) to develop Less Restrictive Alternatives where residents progressing in treatment could reconnect with their communities. Recent legislation directs those residents back to the county of origin.

DSHS/SCC currently operates two SCTFs: One on McNeil Island (Pierce County – Opened 2003), and one in South Seattle (King County – opened 2006). Siting both of these facilities experienced many challenges. However, since opening, the SCTF's have operated safely and securely.

A preferred 8-resident cottage layout for the Snohomish County site was developed in 2018. Yet, many facility configuration options are seen as possible. Some geographic searches were completed and county leaders notified of the agency's expectation of future funding to identify and procure a site. This funding was provided in the 2021-23 biennium.

Once a site is evaluated, vetted, and procurement agreed to, a Pre-design/Schematic design with a construction estimate is required for DSHS to seek future construction funding. Construction is currently not funded. A construction budget request of approximately \$5 million is expected for the 2023-25 biennium.

## **Project Goals:**

Find a SCTF site in Snohomish County that:

- Meets legal siting requirements.
- Satisfies local jurisdictional concerns.
- Maintains community safety and security.
- Is right-sized to meet a specific service model.
- Allows DSHS timely access to community resident services.
- DSHS could use for treatment for at least the next 25 years.

Submitting firms should have a background in property siting, evaluation, and state procurement processes. Expertise in successfully working in a contentious environment is preferred. Expertise in schematic design and estimating for secure facilities is preferred. Design and estimating of secure facilities construction is preferred. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, OFM's life-cycle cost analysis tool, sustainable design, and the process to achieve LEED Silver or better certification.

There will be a virtual (Microsoft Teams) Informational Meeting for this request on:  
November 18, 2021 at 2:00 p.m.

Email [Dean.Heglund@dshs.wa.gov](mailto:Dean.Heglund@dshs.wa.gov) if you want to take part in this meeting.

## **Selection Criteria Phase 1**

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100%:

<b>Qualifications of Key Personnel</b> Identify specific individuals and sub-consultants for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how each individual's professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the firm intends to assign each individual or sub-firm to the Project.	(25%)
<b>Relevant Experience</b> Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe attributes of past projects that have met goals similar to the Owner's goals for this project. Identify delivery methods for each project. Provide original project budget and actual completed costs along with contact information for reference checking.	(30%)
<b>Experience to Succeed</b> This project has many objective and subjective restrictions, some known and some not yet known. Past SCTF siting caused significant debate and resistance. Demonstrate expertise in successfully navigating a complex project in a contentious environment with many stakeholders.	(15%)
<b>Life Cycle Cost Analysis Experience</b> Describe the Proposer's experience with utilizing the Office of Financial Management's (OFM) 'Life Cycle Cost Tool' (or similar process) for project	(10%)

analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at <a href="http://www.OFM.wa.gov/facilities">www.OFM.wa.gov/facilities</a> .	
<b>Sustainable Design Experience</b> This project will achieve a minimum LEED silver certification. Explain the Proposer’s philosophy and approach to sustainable design. Identify examples of strategies the Owner might consider to successfully direct the project to achieve LEED Silver or better certification.	(10%)
<b>Owner Confidence</b> This is an evaluator’s confidence level in your qualifications to provide appropriate consulting support in this sensitive selection and pre-design process.	(10%)

## **Selection Criteria Phase 2**

Phase 2 consists of oral presentations (approx. 20 minutes), questions and discussion (approx. 25 minutes), and review of Diverse Business Inclusion Plans of short listed firms.

<b>Organization:</b> Management Plan Team Member Qualifications Capacity/Production Capabilities	(20%)
<b>Project Management:</b> Scope management Budgeting and Cost Control Project Scheduling	(20%)
<b>Project Approach:</b> Understanding of this project Challenges & Opportunities	(20%)
<b>Experience:</b> Relevant Past Projects (firm) Relevant Past Projects (key team members)	(40%)
Diverse Business Inclusion Plan (written submittal)	NOT scored

## **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 prior to interview. 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 <https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips> (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](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 <https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>

### **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.

### **Submittal Requirements**

Only electronic submittals will be accepted. Electronic submittals must be received no later than **December 2, 2021 by 2:00 p.m.**

To qualify for review, email submittals to [dean.heglund@dshs.wa.gov](mailto:dean.heglund@dshs.wa.gov) and [kari.robecker@dshs.wa.gov](mailto:kari.robecker@dshs.wa.gov).

Each of the submittals should include:

- Executive Summary
- Completed copy of RFQ Attachment 1. Attachment 1 is a separate page which identifies a single point of contact for the purposes of this solicitation and will be the main contact for on-call Projects, lists all consultant's office locations and all Diverse Business certifications (if applicable).
  - Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
  - [https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised Selections/RFQ-Attachment1.docx](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised%20Selections/RFQ-Attachment1.docx)
- Federal form SF330 (Part II only)  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Diverse Business Inclusion section above.
- 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.
- Content shall be presented no smaller than a 10-point font size
- It is suggested you minimize the amount of photographic content in order to reduce file size
- Maximum file size for email attachments is 25 Mb

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 December 2, 2021 prior to 2:00 p.m.**

For selection process questions please contact Kari Robecker at [kari.robecker@dshs.wa.gov](mailto:kari.robecker@dshs.wa.gov).

For project questions please contact the Project Manager, Dean Heglund, at [dean.heglund@dshs.wa.gov](mailto:dean.heglund@dshs.wa.gov).

FAXED COPIES WILL NOT 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.

Further detail of 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 **December 13-17, 2021**

Interviews tentatively planned via Microsoft Teams teleconference.

Firms will be notified of the selection results no later than the week of **December 20-23, 2021**

### **COVID-19 Requirements**

The successful consultant agrees to furnish a signed COVID-19 Vaccination Verification Declaration(s) on a form provided by the Owner (“Verification Declaration”) demonstrating compliance by the consultant and subconsultants at every tier with Governor Proclamation 21-14. The consultant agrees to prepare and keep current COVID-19 Vaccination Verification Plan(s) in accordance with all applicable COVID-19 related health and safety laws, ordinances, rules, regulations, orders and guidance issued by the state.

### **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 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.

END OF REQUEST FOR QUALIFICATIONS