

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: Tuesday June 16, 2020**

Amendment 1 changes found in red on pages 1 and 5

SERVICES REQUIRED for Project No. **2018-520; Life Skills Training Center Project, Washington State School for the Blind (WSSB) Vancouver, WA. Demolition & Design Services.**

Scope of Work

Request for Qualifications selection is for Architectural Design Services in the demolition of an existing building and the design & construction of new replacement building. Existing Ahlsten building is a 1970's vintage single story stick framed building totaling approximately 8,000 square feet. The demolition & construction site is located on the (WSSB) campus in Vancouver Washington. WSSB occupying 13-acres at 221 East 13th St., Vancouver, WA 98661. New construction design is for a new 12,500-sf single story structure, creating an environment to support the Life Skills Training Center known as the LIFT program.

- Current funding includes Design for Demolition & Construction
- Funding for Demolition and New Construction is anticipated in the 2021-23 biennium
- PreDesign completed, Alternate #4 Building replacement selected

Total Project MACC is approximately **\$5,700,000.**

Design Team selection is to complete by July 15, 2020.

It is anticipated that the project delivery will be Design Bid Build with completion June 2023.

Project Goals:

- Support a continuously operational residential campus.
- Reflect the Vision & Mission Statements of the WSSB
- Create a universal design that promotes a safe environment that inspires all in the education and training of children, parents and personnel.
- Reflect and complement existing campus
- Meets State of Washington energy codes and LEED Silver.
- Demolish existing Ahlsten building and construct replacement building on schedule & on budget.
- Deliver project safely without any loss time.

Submitting firms should have a strong background in multi-phased construction or demolition and State Agency capital budget processes, planning, life-cycle cost analysis, sustainable design, LEED process, and in the innovative design of campus educational facilities, specifically impaired learning environment.

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

Thursday, June 4, 2020, TIME 11:00AM

Virtual Zoom Invite - <https://des-wa.zoom.us/j/91272023980>

Glen Gipe, 360-701-7429, glen.gipe@des.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 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.

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, Zero Energy and occupant productivity.

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 **either** delivered to the following address:

Attention: Angeline Ernst
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)

Or uploaded to the DES approved file sharing site (www.box.com). To obtain upload information, please contact angeline.ernst@des.wa.gov.

*****Due to the Governor's "Stay Home, Stay Safe" proclamation – hand deliveries and courier service deliveries will only be accepted on June 16, 2020 between 11:00 AM and 2:00 PM*****

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 Tuesday, June 16, 2020, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions, please contact Angeline Ernst, 360.407.9425, Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Glen.Gipe@des.wa.gov, **360.701.7429**.

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.

Firms selected for Phase 2 Interview, will be notified no later than **June 26, 2020**.

Virtual Interviews will be held July 6 – July 10.

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