

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

**NOTICE TO CONSULTANTS**  
**REQUEST FOR QUALIFICATIONS**  
Submittal Date: **Wednesday June 30, 2021**

CONSULTANT SERVICES REQUIRED for Project No. 2020-403; **Western State Hospital: New 350-Bed Forensic Hospital for the Department of Social and Health Services in Lakewood, Washington.**

**Scope of Work**

The Department of Social and Health Services (DSHS) requests qualifications for architectural design, engineering, and construction administration for a **New 350-Bed Forensic Hospital** on the Western State Hospital campus in Lakewood, Washington. The General Contractor / Construction Manager (GC/CM) delivery method is the planned delivery method for this project.

The preliminary budget for the MACC of this project is \$400 million and includes a new 560,000 square foot, **New 350-Bed Forensic Hospital** at Western State Hospital. The state legislature has appropriated funding for the design of the **New 350-Bed Forensic Hospital** and the demolition of two existing buildings in the 2021-23 biennium. Funding is anticipated for construction of the **New 350-Bed Forensic Hospital** in future biennia.

**Description of Facility**

DSHS is one of many providers of behavioral health services in Washington State. DSHS provides services at three state owned hospitals - Eastern State Hospital, Western State Hospitals, and the Child Study and Treatment Center. These facilities are managed by the DSHS Behavioral Health Administration.

Both Eastern State Hospital and Western State Hospital provide services for adult forensic and civil patients. DSHS will transform the two adult psychiatric hospitals into Forensic Centers of Excellence.

**Project Goals:**

- Build upon the 2020 Predesign Study to fine tune the spatial program and facility's needs. For the Design Phase the project siting will be based on Option 'D'.
- Bring creativity and innovation to the design process which challenges DSHS to explore alternatives and efficiencies in hospital design and operations to deliver a world class facility for the new Forensic Center of Excellence.
- Proactively coordinate multiple, simultaneous activities with numerous staff and programs throughout the delivery process while maintaining current hospital operations with manageable impacts.
- Assist DSHS in sharing information about this project with our stakeholders, supporters, and opponents.
- Work closely with Authorities Having Jurisdiction to define permitting requirements.
- Leverage the GC/CM delivery method to deliver a world-class project within established scope, schedule, and budget parameters.

- Coordinate and attend tours of similar facilities, as advisable.

The successful consultant team will have experience in developing designs; effectively leading the GC/CM delivery method; coordinating evolving program requirements with multiple stakeholders; and understanding site zoning and other requirements of all Authorities Having Jurisdiction.

DSHS will host an **Informational Video Call Meeting** for this request on:  
Friday, June 18, 2021 at 10:30 a.m. Pacific Daylight Time

[Click here to join the meeting](#)

or

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjRjMWY1MjktNzU3NC00ZTIILTk4ZjUtM2UxNmQyYjhlMTA3%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%228369debd-b301-4210-97e4-3548fd761298%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjRjMWY1MjktNzU3NC00ZTIILTk4ZjUtM2UxNmQyYjhlMTA3%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%228369debd-b301-4210-97e4-3548fd761298%22%7d)

For additional information contact:  
Aarón Martínez, Project Manager  
253-984-4127 desk or 360-529-7001 cell  
[aaron.martinez@dshs.wa.gov](mailto:aaron.martinez@dshs.wa.gov)

or

Robert J. Hubenthal, Capital Programs Director  
360-480-6935  
[robert.hubenthal@dshs.wa.gov](mailto:robert.hubenthal@dshs.wa.gov)

### **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%:

<p><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 Owner intends to assign each individual or sub-firm to the Project.</p>	(25%)
<p><b>Relevant Experience*</b> Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe experience with GC/CM. 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 current contact information for reference checking. Describe designing health care facilities, specifically psychiatric hospitals, phasing and/or coordinating construction on an occupied campus.</p>	(35%)
<p><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 analysis and decision making during the predesign effort and as design</p>	(15%)

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> .	
Sustainable Design Experience* 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 %)
Past Performance* Describe the approach the Proposer might utilize to achieve and maintain Owner's project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed Owner's project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.	(15 %)

### **Selection Criteria Phase 2**

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of short listed firms.

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	(15 %)
Project Management: Scope management Budgeting and Cost Control Project Scheduling	(25 %)
Project Approach: Understanding of this project Challenges & Opportunities	(25 %)
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	(15 %)
Life Cycle Cost Analysis Experience	(10 %)
Sustainable Design Experience	(10 %)
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. 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>

## **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. 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

Due to the current “Stay Home, Stay Safe” proclamation by the Governor, Statements of Qualifications will only be accepted electronically until 3:00 p.m. June 30, 2021. Only PDF statements will be accepted. Each submittal should include:

- Cover Page with the project number and title
- 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
  - Note, 11”x 17” pages can be included, but count as two sheets
  - Covers, dividers, SF330, and tab sheets are not included in page count total
  - 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

To qualify for review, email submittals to [aaron.martinez@dshs.wa.gov](mailto:aaron.martinez@dshs.wa.gov) and [kari.robecker@dshs.wa.gov](mailto:kari.robecker@dshs.wa.gov). **All email submittals must be received no later than 3:00 p.m. on June 30, 2021.**

Refer to the DES website for amendments to the published public notice and/or RFQ at (<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.

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, Aarón Martínez, at 360-529-7001 or [aaron.martinez@dshs.wa.gov](mailto:aaron.martinez@dshs.wa.gov)

### **Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will notify the 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 likely be scheduled for the week of July 26, 2021, at the Western State Hospital Campus in Lakewood, Washington.

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

### **Other Information**

The Predesign Study for the New 350-Bed Hospital and supplemental information can be found here:

[WSH Forensic Hospital Predesign 2020](#)

[WSH Forensic Hospital Predesign Appendix 2020](#)

[Revised WSH Forensic Hospital Site – Option D](#)

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 the 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.