STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **2:00 PM July 29th, 2021**

ON-CALL ARCHITECTURAL SERVICES ARE REQUIRED for Project No. 2021-831, On-Call Campus Architect(s) for Lake Washington Institute of Technology (LWTech) located in Kirkland, Washington.

For Complete Information, including updates/amendments visit our Web page at: https://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection

1. Scope of Work

This Request for Qualifications is for the purpose of selecting one or more On-Call Campus Architect(s) to provide architectural and engineering services in connection with planned and unplanned projects implemented during the 2021-23 biennium (or July 1, 2021 through June 30, 2023).

The scope of work may include complete services: scoping/programming, budgeting, design, bidding, construction administration, closeout, and warranty support.

Services may also include assistance in the development of the preparation of the biennial Facility Condition Survey and the development of new major Capital Project Request Reports (PRR's) and other projects at the discretion of the Colleges.

Potential projects include remodels/renovation, electrical, mechanical, controls, roofing, elevator, parking and gate work.

Specifically at LWTech, potential projects include:

- Tech Center exterior water mitigation and repair
- Replacement of and expansion of domestic water control valve system in the East Building
- Replace HVAC Air handler units, exhaust fans and controls in the East Building
- Electrical Improvements
- Roofing repairs
- Elevator Upgrades
- Civil work including stair risers, curbing, and storm line replacement Greenhouse Flooring Renovation
- Civil Work, placement of early learning center portables in new location.
- Parking Lot Repairs
- ADA Improvements

- Various Tenant Improvements throughout the campus
- Science Lab expansion

2. Project Goals for on-call projects:

- Align scope and budget
- Communicate effectively with stakeholders
- Minimize disruptions to the agency operations
- Maximize efficiencies in design and construction for the consultants, agency, & DES staff
- Maintain coordinated project schedule for completing design and construction on time
- Practice sustainable design

3. Selection Process and Timeline

Firms will be selected in a two-phase process:
Phase 1 – a selection panel will score and rank firms, then short-list top-ranked firms based on submitted information.
Phase 2 - oral presentations/interviews and Diverse Business Inclusion Plans of short-listed firms.

RFQ Release	Wednesday, July 14, 2021
Informational Meeting	Monday, July 19, 2021 at 1:00 PM
Statement of Qualifications (SOQ) Due	Thursday, July 29th, 2021, prior to 2:00 PM
Short-listed firms selected and notified	Thursday, August 5th, 2021
Interview Period	Thursday August 12th, 2021 1:00 to 4:00 pm
Firm(s) Selected and Announced	Monday, August 16th, 2021
Agreement(s) Executed	August 17th through 20th, 2021

4. Informational Meeting

There will be an informational meeting for this request, held via Zoom. Consultants who have previously not performed business with the state are encouraged to attend. If you'd like to send questions ahead of time, please send them Jason.Francois@des.wa.gov. Any information provided at the Informational Meeting will be posted on our Current Projects webpage (provided above) including a Q&A sheet from the meeting.

Date/Time	Zoom Meeting Links / Call In Information
July 19, 2021 at 1:00 pm PST o 21-831 On-Call Campus Architect	Join Zoom Meeting https://des-wa.zoom.us/j/97955840536?pwd=OW5UV2dwQTRhQVMyMmZpV0tDQU1PZz09 Meeting ID: 979 5584 0536 Password: 284800 Dial by your location

	877 853 5247 US Toll-free 888 788 0099 US Toll-free Meeting ID: 979 5584 0536 Password: 284800

5. Selection Criteria

Phase 1: Consultants will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100%:

Qualifications of Key Personnel Identify and provide resumes for specific individuals for key positions. Identify the main point of contact for the team. Describe how each individual's professional experiences are relevant and bring value to the projects.	20 %
General Project Approach Describe how you would approach and undertake a new project.	30 %
Relevant Experience Discuss projects that your firm and proposed staff have 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 project goals. Describe managing multiple projects simultaneously. (*Relevant experience includes all services on various owners' projects, not just state projects.)*	40 %
Geographical Proximity (100 % of category total within a 50-mile radius of LWTech) (50 % of category total within a 100-mile radius of LWTech) (0 % outside a 100-mile radius of LWTech)	10 %
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	Not scored

Phase 2: Phase 2 consists of oral presentations (approx. 20 minutes), interviews/Q&A (approx. 10 minutes) and submission of Diverse Business Inclusion Plans of short listed firms.

Key Personnel & Workload Management Plan Include consultant staff introductions who will actually perform on-call services along with consultant's capabilities and organizational structure for providing the desired services.	20 %
Relevant Experience Walk us through a few example projects of similar scope, complexity, and size.	20 %
Collaboration and Communication	10 %

Describe communication and work with stakeholders.	
Project Management & Approach Scope management Budgeting and Cost Control Project Scheduling Challenges and Opportunities	50 %
Diverse Business Inclusion Plan (written submittal at time of interview)	NOT scored

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.

6. Diverse Business Inclusion

To the greatest extent practicable, Enterprise Services intends to include qualified consultants having the following diverse business interests:

- Small business, microbusiness, mini-business enterprises as defined in RCW 39.26.010;
- Minority and Women-owned business enterprises (MBE, WBE) as certified under RCW 39.19; and
- Veteran-owned businesses as defined in RCW 43.60A.010.

Phase 1 SOQs include strategies to increase opportunities for diverse business participation.

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. Here is a link to guidance, and an example: https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf

Aspirational Goals:

The Governor'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

7. Submittal requirements

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded as a single PDF file, and shall be received no later than the specified date and time listed above.

DES will create an access point for a single point of contact for each consultant submitting. In order to expedite your submittal process, view and complete upload instructions no less than 3 business days prior to the due date listed. *Your SOQ does not need to be uploaded at the time access is given.*

Please follow this link to obtain instructions for uploading submittals: https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf

If you have trouble accessing the upload instructions or have other questions regarding this request, please contact Angeline Ernst via email at angeline.ernst@des.wa.gov or via phone 360-480-1071.

Each submittal shall include:

- 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/AdvertisedSelections/RFQ-Attachment1.docx
- Federal Form 330 (Part II only)
    - http://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/EAS330AEQual.doc
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than fifteen (15) pages of total content at 8 ½ x 11 sized sheets.
    - The page count does include:
        - Cover letter
        - Response to selection criteria
        - Resumes and references
    - The page count does not include:
        - Standard Form 330, Part 2
        - Tabs (unless they have more information than category name)
        - Cover Page (unless it has more information than project number, project title, firm name and address block)
        - Attachment 1 which identifies your point of contact for the solicitation, office locations and Diverse Business certification general information.

8. Next Steps

The selection panel will evaluate the Statements of Qualifications (Phase 1 submittals) and will invite the most-qualified consultants to participate in interviews (Phase 2).
Interviews will be held through remote access in order to comply with the Governor's "Stay Home and Stay Healthy" Proclamation.

The top ranking consultants from Phase 2 will be deemed to be "most highly qualified" to perform the desired services. These consultants may be called upon at any time during the biennium to scope and perform the desired services.

Consultants responding to this solicitation will be notified in writing of the selection results on or before August 16th, 2021.

9. Other Information

Funding for projects will be from State, local or federal funding. Firms shall have the capacity to produce project deliverables for multiple, simultaneously occurring projects and be capable of meeting strict biennial spending deadlines.

Agreements:

- The maximum value of any project-specific agreement fees shall not exceed $200,000. The agreements for consultant services will be the standard Facility Professional Services agreement and fees will be negotiated.
- Enterprise Services reserves the right to enter any number of agreements within the biennium with any selected consultant. There shall be no guarantee that Enterprise Services will issue an agreement to any consultant selected as an "On-Call Campus Architect."

Encouraged to Register in WEBS: All consultants responding to this request are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: https://fortress.wa.gov/ga/webs/.

The state of Washington is an affirmative action employer. All information and documentation provided to Enterprise Services shall be become the property of the state and may be subject to the Washington Public Records Act (RCW 42.56).

If you have any questions please contact the Project Manager, Jason Francois, (360) 706 3926, Jason.Francois@des.wa.gov.