

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **July 28, 2022, prior to 2:00pm**

Design Services Required for Project No. 2022-164: Instructional Programs Relocation
for, Department of Enterprise Services, State of Washington, for Highline College, 2400 S. 240th
St., Des Moines WA 98198, BLDG 23 and BLDG 21

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Design Services for the Instructional Programs Relocation for BLDG 23 and BLDG 21 located at Highline College in Des Moines WA location, WA. This scope of work includes design, bidding, construction administration, close-out, and warranty services.

Building 23 – Interior demolition and interior remodel of approximately 6,282 SF on Level 3 and 606 SF on Level 1 of existing classroom and office space for students above the 12th grade. Includes minor roof repair for rooftop mechanical equipment.

Building 21 – Interior demolition and interior remodel of approximately 2,074 SF on Level 1 of existing classroom building for students above the 12th grade.

Description of Facility

Building 23 – The original building was constructed in 1974. Occupancy has been maintained throughout the building's history. The existing building complies with all codes and regulations in place at the time of construction.

Building 21 – The original building was constructed in 1966. Occupancy has been maintained throughout the building's history. The existing building complies with all codes and regulations in place at the time of construction.

The preliminary total budget for this project is \$3,160,146. This Project is funded for Design Services, Construction Documents, Permitting, Bidding and Construction only in the 2021-2023 biennium with construction being complete by July 5th, 2023.

Project Goals

- This project provides a unique opportunity to upgrade academic and professional administrative space for students and facility, to better utilize existing building envelope.
- Develop an environment that promotes active learning, collaborating in space designed for small and interactive groups to reach their full potential.
- Casual gathering areas will accelerate communication and problem solving between peers and enable quick access to students needs with new nearby facility innovation.

- Empower students the opportunity to use the latest techniques, tools and available technology in an inviting environment.
- Providing up-to-date and flexible facilities for students and faculty will strengthen the client's contribution to meeting current workforce demand.
- The center will increase social equity by removing barriers and bringing learners from multiple programs together as a community.
- The building will meet the client's long-term goals of facilitating future growth of learning and commitment to environmental stewardship by not expanding current building footprint.

Submitting firms should have a strong background in the innovative design of flexible space, classrooms, and modernization to support active learning and admirative readiness. Firms should also be well versed in multi-phased State agency construction, the State of Washington capital budget process, planning, life-cycle cost analysis, sustainable design, and the process to achieve LEED Silver or better certification.

Project-Specific Information

Building 21 Tenant Improvement Plans:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2022-164/HC-B21-TenantImprovements.pdf>

Building 23 Tenant Improvement Plans:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2022-164/HC-B23-TenantImprovements.pdf>

Anticipated Selection Schedule

RFQ Notice Issued	Wednesday July 13, 2022
Informational Meeting	Thursday July 21, 2022, at 8:30 – 9:30 AM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Week of August 1, 2022
Interview Period	Week of August 8, 2022
Firm(s) Selected and Announced	Week of August 15, 2022
Agreement(s) Executed	Mid September 2022

Informational Meetings and Site Tours

An informational meeting will be held remotely for this project.

Date/Time	Zoom Meeting Links / Call In Information
July 21, 2022, 8:30 – 9:30 am PST	<p>https://des-wa.zoom.us/j/92187783642?pwd=SGhNTTZ4S1k3QkNVdUVCS2F5ZE1Ydz09</p> <p>Meeting ID: 921 8778 3642 Password: 973290</p> <p>Dial by your location 877 853 5247 US Toll-free 888 788 0099 US Toll-free</p>

Participants for in-person meetings, including site tours, must comply with **COVID-19 Vaccination And Safety Guidelines And Requirements for Pre-Bid Meetings and Site Visits**

(https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/GuidanceRequirements-PreBidMtgsSiteVisits_GovProc21-14.1_9-22-2021.pdf) established by the Department of Enterprise services. Failure to comply with these safety guidelines and requirements will limit access to “in-person” meetings and/or site tours.

Firms who have previously not performed business with the state are encouraged to attend. 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.

For directions for the pre-submittal informational meeting and site visit, please contact the DES project manager at brady.knowles@des.wa.gov and Highline College Director of Facilities and Operations at bhollandorf@highline.edu.

Submittal Requirements

Due to the Governor’s “Stay Home, Stay Safe” order, DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Statement of Qualifications (SOQ) must be formatted and meet the following requirements:

- Title Page indicating: (not included in page count)
 - Project No. 2022-164:Instructional Programs Relocation
 - Highline College, 2400 S. 240th St., Des Moines, WA 98198
 - Name of Firm
 - Date of Submission
- Cover Letter (not included in page count)
- RFQ Attachment 1 (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Life Cycle Cost Analysis Experience
- Sustainable Design Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

RFQ Attachment 1 must identify the Designated Point of Contact, Addresses of Multiple Office Locations of Firm (if applicable), Diverse Business Certifications, and acknowledgements related to the Governors 21-14.1 COVID-19 Vaccine proclamation. Attachment 1 must be situated behind a Title Cover or Cover Letter AND before any table of contents. Attachment 1 may be found at:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/RFQ-Attachment1.docx>

Federal form SF330 (Part II only) may be found at:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>

Maximum Page Count and Additional Content:

SOQs must not exceed twenty-five (25) pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- Title and Back Cover Pages
- Section Dividers/Tabs
- Attachment 1 Form
- Attachment 2 Federal SF330 (Part II only) Form

When 11"x 17" size sheets or fold outs are used, each side will be counted as two 8½ x 11 sheets.

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

Amendments to this Notice

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.

How to submit the Statement of Qualifications (SOQ)

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions **two (2) business days prior to the SOQ due date**. *Your SOQ does not need to be uploaded at the time access is given.*

Please follow this link to obtain upload instructions:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

If you have trouble accessing the upload instructions, please contact Angeline Ernst via email: angeline.ernst@des.wa.gov

Failure to submit the SOQ by the specified date and time above or adhering to the submittal requirements herein may render the SOQ as non-responsive to this notice and rejected by DES for consideration.

Selection Process

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection committee as determined by DES. This committee will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking:

Weighted evaluation criterion for the Phase 1

SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

<p>Qualifications of Key Personnel 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 points
<p>Relevant Experience 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 current contact information for reference checking.</p>	30 points
<p>Life Cycle Cost Analysis Experience 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 progresses. More information on OFM LCC Model can be located at www.OFM.wa.gov/facilities .</p>	10 points
<p>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.</p>	10 points
<p>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.</p>	25 points
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	Not scored

Based on each score, each SOQ will be ranked and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. DES reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (or firms with highest scores) will be invited to participate in Phase 2 of the selection. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 20 Minutes)
- Question and Answer (Q&A) Period (Maximum: 30 minutes)

Remote Interview (Zoom) Considerations:

A meeting link and passcode for accessing the oral interview will be provided to each top-listed firm following completion of Phase 1 Selection.

Weighted evaluation criterion for the Phase 2

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	25 points
Project Approach: Understanding of this project Challenges & Opportunities	15 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	20 points
Life Cycle Cost Analysis Experience	10 points
Sustainable Design Experience	10 points
Diverse Business Inclusion Plan (written submittal)	NOT scored

Additional Considerations for Selection

Diverse Business Inclusion Plan Requirements

This submittal is a Phase 2 mandatory requirement. It is not scored, however, failure to submit will result in a firm being deemed non-responsive.

Each top-ranked firm, including diverse businesses, will be required to submit DES' Public Works Diverse Business Inclusion Plan form (https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/DiverseBusinessInclusionPlan_2019.pdf). A complete Diverse Business Inclusion Plan will be submitted to the DES Project Manager no later than one (1) full business day prior to the scheduled interview date and time.

The Diverse Business Inclusion Plan must 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.

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).

Following final selection, the successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Firms may contact the following resources to obtain information on certified and registered diverse business firms for the inclusion of potential diverse business subconsultants:

- 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

Evaluation and Scoring Considerations

In evaluating each of the criteria, the Selection Committee will identify significant and minor strengths and weaknesses from the submissions. The Selection Committee 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.

Other Information

The successful most-highly qualified firm will be expected to enter upon DES' standard Engineering and Architectural Services Agreement. Level of effort and relative fees will be negotiated following selection of the most-highly qualified firm. A copy of the standard agreement may be found here: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

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 state also reserves the right to terminate negotiations with the successful most-highly qualified firm, if mutual agreement is unachievable. The state may at its discretion enter into negotiations with the next highly qualified firm determined as a result of this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All firms responding to this solicitation are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>

All Statements of Qualifications and submittals shall become property of the State of Washington and are subject public disclosure according to the provisions of RCW 42.56 Public Records Act.

For more information concerning this notice, please contact Angeline Ernst at 360.480.1071 or via email at: Angeline.ernst@des.wa.gov.

For questions specific to the project, please contact the Project Manager, Brady Knowles, (360) 489-2344, brady.knowles@des.wa.gov.

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