

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **June 22, 2022 prior to 2:00 pm**

Pre-Design Services Required for Project No. 2022-742: Job ChalleNGe – Washington Youth ChalleNGe Academy (JC-WYCA) Extension for, the Washington Military Department (WMD), located in Richland, Washington.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the JC-WYCA Extension to be located at Richland, WA. The Predesign shall be developed per the Office of Financial Management's (OFM) Predesign Manual for submission by the Washington Military Department to OFM for continued funding. This scope of work includes predesign services only at this time.

It is anticipated that the project will be located on a partially developed 40-acre site owned by the WMD in Richland, WA. The site is home to the recently completed Tri-Cities Readiness Center that supports operations for the Washington National Guard and Department of Defense.

The facility is anticipated to be 65,000 to 75,000 square foot in size and will likely include open bay dormitories for the Academy and shared private rooms for the JC, and the following shared or dual-purpose areas: offices, classrooms, library, dining facility, restrooms/showers, laundry, storage, covered physical fitness area, health center/medication dispensary with a separate ventilated sick bay, mechanical, electrical, and IT infrastructure rooms.

The preliminary budget for the MACC for this project is \$50,000,000 to \$60,000,000. This Project is funded for Pre-Design Services only at this time. These are federal funds and must be obligated no later than 30 September 2022 for the purpose of this Predesign. It is anticipated that Design and Construction funding will be requested in the 2023-2025 biennium, if possible. Otherwise the funding request will occur in the Supplemental Budget or the 2025-2027 biennium.

Description of Facility

Since 2009, the Washington Youth ChalleNGe Academy (a division of the Washington Military Department), in partnership with the Office of the Superintendent of Public Instruction, has served over 3000 youth who were at-risk or dropped out of high school. Building resiliency in communities by reclaiming the potential of youth, the Academy provides a high disciplined, safe and professional learning environment that empowers youth to improve their educational levels and employment potential to become responsible and productive citizens of the State of Washington. Job ChalleNGe is an

optional phase, available to those graduates of the Academy who have completed or are close to completing their high school education and seek “middle skills” jobs that offer reasonable pay and a career progression and do not require college. These “associates” can benefit from a similar residential structure while completing a qualifying trade certification in 10 to 22 weeks, optional elective trade certifications within the same period of time, their high school diploma or equivalent (if applicable) and be hired into a job related to their chosen trade pathway. Associates also benefit from a residential structure similar to the WYCA while enhancing job sustainment knowledge, skills and abilities for long term employment success.

This facility serves two purposes. First, it establishes a Job ChalleNGe, a fifth phase or “finishing school” for WYCA (hereafter referred to as Academy) graduates, increasing their employability through vocational training, certification, and job placement. Second, it extends an additional 100 Academy beds in a location closer to the population of youth least served in the state due to distance from the Bremerton campus.

Project Goals:

- Establish a Job ChalleNGe in Washington State, providing Academy graduates the opportunity to support the next step toward enhancing their employability, acquiring living-wage jobs with career progression, and being resiliency builders in their communities.
- Extend opportunities to the Academy in a location closer to those youth least historically underserved due to distance of their families and communities from the Bremerton campus.
- Maximize the use of cooperative agreement funds and a new capital building through strategically planned sharing of staff, assets, and facility.
- Provide a “home away from home” ambiance and increase retention through the use and provision of spaces for Cadet and Associate residents with materials that are hardy and able to withstand use and abuse in a highly active environment.
- Increase social equity by removing barriers to ADA and bringing youth clientele, staff, and partners from diverse backgrounds together as a team.
- Assess the ability to provide ample sick-bay spaces with appropriate ventilation for healthy recovery from infectious illness that keeps all residents, staff, and partners safe.
- Develop an environment that encourages active learning, research and innovation in spaces designed for group work, collaboration and inter-program synergy
- Informal study and gathering spaces will promote student-to-faculty and peer-to-peer engagement and support high-impact teaching practices and promote innovation.
- Enable students the opportunity to use the latest learning techniques, tools and available technology.

Submitting firms should have a strong background in the innovative design of *military training facilities and/or state boarding and public schools, with an emphasis on*

dormitory solutions that are comfortable, durable, and efficient. 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.

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	June 8, 2022
Informational Meeting	June 13, 2022, at 2:00 PM
Statement of Qualifications (SOQ) Due	June 22, 2022, prior to 2:00 PM
Short-listed firms selected and notified	June 29-30, 2022
Interview Period	July 20-21, 2022
Firm(s) Selected and Announced	July 22, 2022
Agreement(s) Executed	August 2022

Informational Meeting

There will be an informational meeting for this request, held via Zoom. See additional information below.

If you have questions you'd like to submit ahead of time, please send them to the project manager at jeff.gonzalez@des.wa.gov.

Date/Time	Zoom Meeting Links / Call-In Information
Informational Meeting June 13, 2022 at 2:00 pm PST	https://des-wa.zoom.us/j/95828712657?pwd=SVQrVi9pNFhSZVFCdGxRRXIvanp0UT09 Meeting ID: 958 2871 2657 Password: 364384 Dial by your location 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 958 2871 2657 Password: 364384

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 points:

<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>	20 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>	35 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>	5 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>	5 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>	35 points
<p>Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.</p>	Not scored

Selection Criteria Phase 2

Phase 2 consists of oral presentations and the Diverse Business Inclusion Plan. Each interviews will be broken down into a Presentation by the short listed firms; up to 40 minutes; followed by a Question and Answer session with the panel, approximately 20 minutes. Each firm will have one (1) hour available for the interview.

Interviews will be scored based on the following weighted criteria, as indicated, for a total of 100 points:

Organization: Management Plan Team Member Qualifications Capacity/Production Capabilities	20 points
Project Management: Scope management Budgeting and Cost Control Project Scheduling	10 points
Project Approach: Understanding of this project Challenges & Opportunities	30 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	30 points
Life Cycle Cost Analysis Experience	5 points
Sustainable Design Experience	5 points
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

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

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

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **June 22, 2022 by 2:00 pm**.

DES will create an access point for each proposer. In order to expedite your submittal process, view and complete upload instructions **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

Each of the submittals should 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 the project, lists all consultant's office locations if applicable, all Diverse Business certifications (if applicable) and vaccine declaration requirements related to the Governors 21-14.1 COVID-19 Vaccine proclamation
 - 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>
- 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 above.
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - The page count does not include:
 - Cover Page (unless it has more information than project number, project title, firm name, and address block)
 - Dividers/Tabs (unless they have more information than category name)
 - Standard Form 330
 - Attachment 1 (including supplemental attachments)
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

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 June 22, 2022 prior to 2.00 pm (as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, 360.480.1071, Angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, Jeff Gonzalez, (360) 819-3240, jeff.gonzalez@des.wa.gov.

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.

Further detail of the Phase 2 interview criteria may be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for **July 20-21, 2022** Interviews will be held planned via ZOOM teleconference.

Firms will be notified of the selection results no later than **July 22, 2022**

Other Information

Vicinity Map (see attached)

Site Map (see attached)

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.