

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: January 8, 2020**

SERVICES REQUIRED for Project No. **2020-317; WSP-Unit Six: Roof Replacement, Department of Corrections Washington State Penitentiary (WSP), Walla Walla. This project is to replace the roofing system, all HVAC systems and install fall protection.**

Scope of Work

This Request for Qualifications is for the purpose of selecting a consultant for Predesign Services for the Unit Six Roof Replacement located at Washington State Penitentiary. The scope of this work includes predesign services only.

The scope of work includes architectural and engineering predesign services for replacing the existing roof, HVAC systems and installation of fall protection.

Project Goals:

- Minimize disruption to WSP's daily operations during construction
- Provide a weather tight roofing envelope
- Deliver a roofing system with over a 30 year life
- Minimize maintenance costs for new roof and HVAC systems
- Maximize energy savings from the roof and HVAC systems
- Install a fall protection system that enables personnel to efficiently perform maintenance
- Meet and/or exceed applicable codes

Submitting firms should have a strong background in correctional construction requirements, roof replacement projects, and HVAC replacement projects, and working inside a correctional facility.

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

December 18, 2020 at 10:00AM

at

Washington State Penitentiary

1313 North 13 Avenue

Walla Walla, WA 99362

Capital Projects Trailer

For questions please contact Jack Brandt, jack.brandt@doc.wa.gov, or at 360-867-8255

Security clearance is required in order to walk thru the project after the informational meeting. Please contact Gisela Hanson by e-mail at Gisela.hanson@doc.wa.gov, or telephone Gisela Hanson at (509) 526-6540 for background paperwork **NO LATER THAN** the end of the day

Tuesday December 10, 2019.

For directions to the meeting site, please contact Gisela Hanson.

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 (35 points)** Please include the time commitment to this project for all key personnel.
- **Relevant Experience (35 points)** Please highlight experience with:
 - Working in a correctional environment
 - Roof replacement projects, please describe the expected lifespan and energy performance.
 - HVAC replacement projects; please describe the expected lifespan, energy performance, and maintenance requirements.
- **Previous Performance. (30 points)** Please list examples of projects with construction contracts over \$2,000,000 within the last 5 years relative to maintaining scope, schedules, and budget.

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 <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (WEBS).

The selected consultant and all sub-consultants 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>

Submittal Requirements

Submit required number of Statements of Qualifications, **(5) copies** and one (1) electronic copies, with the project number and title clearly identified on the front cover. 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, Diverse Business Inclusion Past Performance, 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 delivered to the following address:

Attention: Holly Andreasen
Department of Corrections
Capital Planning and Development
7345 Linderson Way SW, Tumwater WA 98501 (hand delivered or courier)
PO Box 41112, Olympia 98504-1112 (Mailed)

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 January 8, 2020 prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Holly Andreasen at heandreasen@doc1.wa.gov or (360) 725-8359.

For project questions please contact the Project Manager, Jack Brandt, jack.brandt@doc.wa.gov, or at (360) 867-8255.

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.

Phase 2 Interviews will be scheduled for the week of **January 20, 2020 at WSP Capital Trailer**

Firms will be notified of the selection results no later than **January 27, 2020**.

Other Information

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 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/>.

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

All submittals become the property of the State and are subject to public disclosure.