

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS

Submittal Date: **May 6, 2020**

SERVICES REQUIRED for 2020-470 FS-Bldg 66: Adult Training Program Replacement, Architectural Services

Scope of Work

The Department of Social and Health Services is requesting qualifications for the purpose of providing architectural design, engineering, and construction administration services for renovation of Building 66 on the Fircrest School campus located in Shoreline, Washington. This building will be remodeled to house the campus Adult Training Program (ATP) which is currently housed in facilities that are beyond their expected life-span.

Work on this project will require working with staff to determine the ideal Programmatic needs for such a training facility.

This project will also require preliminary investigation and scoping, documenting existing conditions, schematic design, design development, construction documents, construction administration, close-out, and warranty services.

The State Legislature recently provided funding for the design phase of this project. They also gave directions regarding which building should be remodeled for the ATP. Once schematic design is complete, and a cost estimate is provided, that information will be submitted to the legislature for funding consideration in the next Capital Projects Biennium. The cost estimate and schematic design shall be presented to the owner during the first week of August 2020.

The current plan is to continue with design through the completion of Design Development. Construction Document work will continue once funding for this construction project is available. The estimated MACC is \$9 million.

Project Goals:

- Minimize disruption to staff and residents during construction operations
- Provide modern facilities that meet the Governor's goals of energy efficiency, sustainability and reducing carbon emissions
- Improve safety and reduce the risks of injuries for patients and staff
- Durable new construction that has a long life-cycle
- Easily maintained buildings, fixtures, and equipment
- Minimize annual operational and maintenance costs

Fircrest School

Fircrest School provides support to about 200 people with intellectual and developmental disabilities in a residential setting. For more information about Fircrest School please visit here: <https://www.dshs.wa.gov/dda/consumers-and-families/fircrest-residential-habilitation-center>

Adult Training Program (ATP)

The Adult Training Program (ATP) at Fircrest School is part of an Adult Program to aid residents / clients in different ways. The ATP is essentially a school structured for residents to live, thrive and survive in the world. Clients attend different classes throughout the day and learn skills such as cooking, doing their laundry, and work in sensory rooms with occupational therapists. They also have Physical Education classes to help them develop proper motor-skills.

The ATP serves approximately 100 clients and has a staff of around 30 employees. This program currently functions in a series of buildings that were part of a Naval Hospital constructed during World War II. Being so, the spaces are not being used efficiently. Program scoping will help determine actual needs for a well-structured ATP.

There will be an **Informational Meeting** for this request on:
April 23, 2020. Meeting details will be revealed at a later date by addendum.

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. (30 points)** Please include the time commitment to this project for all key personnel.
- **Relevant Experience. (40 points)** Please highlight experience with:
 - working with campuses servicing developmentally disabled clients (and/or other medical campuses)
 - phasing construction on occupied campuses
- **Previous Performance. (30 points)** Please list examples of construction projects over \$8,000,000 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 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>

Submittal Requirements

Due to the current “Stay Home, Stay Safe” proclamation by the Governor, Statements of Qualifications will be accepted electronically until 5:00 p.m. May 6, 2020. Only PDF statements will be accepted. Each of the submittals 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 counted 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 both ocpconsultantselection@dshs.wa.gov and tim.byrne@dshs.wa.gov **All email submittals must be received no later than May 6th prior to 5:00 PM.**

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.

For selection process questions please contact Luda Rybalchenko at 360-902-8316
RybalLX@dshs.wa.gov

For project questions please contact the Project Manager, Tim Byrne at 360-902-8176,
tim.byrne@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.

Phase 2: May 26, 2020 interviews will take place at the Fircrest School. The top ranking firm will be selected.

Firms will be notified of the selection results no later than **May 29, 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.