

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Due Date: **July 13, 2023 prior to 2:00 PM PST**

Design Services Required for Project No. 2023-296: Echo Glen Secure Facility Improvements for, The Department of Children, Youth and Families, at Echo Glen Children’s Center, 33010 SE 99th St, Snoqualmie, WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting a Consultant for Design, Bidding and Construction Administration Services for the Echo Glen Secure Facility Improvements Project located at the Echo Glen Children’s Center at 33010 SE 99th St, Snoqualmie, WA.

This project will increase security at Echo Glen Children’s Center by adding perimeter fencing at the campus to create a single point of entry/egress, improving the front gate to restrict vehicular access and egress to/from the site, and by improving site lighting and surveillance on campus.

Description of Facility

Echo Glen Children’s Center is a medium / maximum security facility, serving male and female, juvenile offenders. The facility is not currently fenced but is bordered by wetlands and woods. Educational services, along with several forms of treatment are offered to the population served at Echo Glen.

The Echo Glen campus is comprised of multiple “Cottage” living units with open space between cottages and between the cottages and the support services. There has been an increase in AWOL (absent without leave) incidents, and the open nature of the campus is no longer appropriate for the population it serves.

The preliminary total budget for this project, including all soft costs, is \$8,050,000. Funding for this Project is included in DCYF’s 2023-2025 biennium Capital Budget Appropriations.

Project Goals

- *Expediently and diligently address individual project components*
- *Increase public safety and the safety of EGCC residents*
- *Develop an environment that encourages compliance, removing the temptation for AWOL behavior*
- *Support DCYF / Echo Glen employees, creating a safer working environment*
- *Take advantage of existing technology to update an aging campus*
- *Align the features of the facility with DCYF’s goals for the use of the site*

Submitting firms should have a strong background in innovative designs combining high- and low-tech security measures for secure facilities. Firms should also be well versed in multi-phased State agency construction, permitting processes for projects falling under the authority of multiple AHJ's, 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

- *Security Improvements – Scoping and Feasibility Study, produced by KMB architects, dated June 3, 2022, included for reference.*

Anticipated Selection Schedule

RFQ Notice Issued	Thursday June 22, 2023
Informational Meeting	Thursday June 30, 2023, at 10:00 AM
Statement of Qualifications (SOQ) Due	See above date and time
Short-listed firms selected and notified	Monday July 24, 2023
Interview Period	Week of July 31, 2023
Firm(s) Selected and Announced	Week of August 7, 2023
Agreement(s) Executed	September 2023

Informational Meetings and Site Tours

An informational meeting (in-person or remotely) and in-person site tour will be held for this project on June 30, 2023.

Date/Time	In-Person Meeting Location AND Teams Meeting Links / Call In Information
<p>June 30, 2023 at 10:00 am PST</p> <p>Firms are welcome to join the informational meeting in person or remotely.</p> <p>A site tour will be held immediately following the informational meeting.</p>	<p>In Person: Echo Glen Children’s Center, 33010 SE 99th St, Snoqualmie, WA</p> <p>Remote: https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2RIZjk2OWUtZDRjYS00YmE5LWIyZctM2U3Yzk0ZmFhMTJj%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2222a94d94-3fe7-4336-95bb-1df97cbf3b72%22%7d</p> <p>Meeting ID: 270 928 600 981 Passcode: AddeSK</p> <p>Or call in (audio only) +1 564-999-2000,475251987# United States, Olympia (833) 322-1218,475251987# United States (Toll-free) Phone Conference ID: 475 251 987#</p>

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A DES representative will meet at the main entrance to the Echo Glen Children’s Center Administration Building at 9:45 am.

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 questions regarding the pre-submittal informational meeting and site visit, please contact the DES project manager at jeremy.orenstein@des.wa.gov.

Addenda to this Notice

It is the responsibility of the interested firms to track and changes to this solicitation. Refer to the DES website for any addenda 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>).

Submittal Maximum Page Count and Additional Content

SOQs must not exceed twenty-five (25) single sided 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
- Consultant Selection Contact 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.

Submittal Requirements

DES is accepting only electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

- Title Page indicating: (not included in page count)
 - Project No. 2023-296: Echo Glen Secure Facility Improvements
 - DCYF, Echo Glen Children’s Center, 33010 SE 99th St, Snoqualmie, WA
 - Name of Firm
 - Date of Submission

- Cover Letter (not included in page count)
- Consultant Selection Contact Form (see description below) (not included in page count)
- Executive Summary
- Qualifications of Key Personnel
- Relevant Experience
- Past Performance
- Diverse Business Inclusion Strategies
- Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form must identify the Designated Point of Contact, contact information, and address the Firm. Form must be situated behind a Title Cover or Cover Letter AND before any table of contents. Consultant Selection Contact Form may be found in the Consultant Selection Documents, located on our Current Advertised Projects for Consultant Selection Page.

Federal form SF330 (Part II only) may be found on our Current Advertised Projects for Consultant Selection Page.

How to submit the Statement of Qualifications (SOQ)

DES has created a secure access point for uploading your SOQ for this project:

<https://wades.app.box.com/f/a2f06e5da83249c6a1ce9d3ba591cc91>

This link will be active until the submittal deadline, at which point the upload access will be removed.

If you have trouble uploading or would like confirmation of your upload, please contact Angeline Butros via email: angeline.butros@des.wa.gov

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

Supplemental RFQ Documents

The following forms/instructions are located on the DES Current Advertised Projects for Consultant Selection page in the **RFQ Consultant Selection Documents** section

(<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>):

- Consultant Selection Contact Form
- Federal Form SF330
- Diverse Business Inclusion Plan

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by DES. This panel 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:

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.	40 points
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.	30 points
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.	30 points
Diverse Business Inclusion Strategies Describe strategies to increase opportunities for diverse business participation.	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 (highest ranked firms) 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: 25 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 minutes)
- Firm Closing Statements (Maximum: 5 Minutes)

Remote Interview (Video Teleconference) Considerations:

A meeting link 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	35 points
Project Approach: Understanding of this project Challenges & Opportunities	30 points
Experience: Relevant Past Projects (firm) Relevant Past Projects (key team members)	15 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.

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.

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 to public disclosure, at the conclusion of the selection process, according to the provisions of RCW 42.56 Public Records Act.

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

For questions specific to the project, please contact the Project Manager, Project Manager, Jeremy Orenstein, 360-280-7526, Jeremy.Orenstein@des.wa.gov.

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