

STATE OF WASHINGTON
Department of Enterprise Services
FACILITIES DIVISION - ENGINEERING & ARCHITECTURAL SERVICES
Olympia, Washington

NOTICE TO CONSULTANTS

Architectural consultant services are required for a qualified Project Team to prepare a Project Request Report (PRR), and possibly design and construction services, for a renovation and expansion of Automotive Technology Building at South Seattle Community College (SSCC) in Seattle, WA. The State Project Reference Number is 2014-022

SCOPE OF WORK:

The proposed solution is to renovate the 34,120-gsf of the existing Automotive Technology Building to correct inefficiencies and infrastructure deficiencies and infill an existing service courtyard with an 11,470-gsf 2-story addition to address the space shortfall. By placing new classrooms in the addition they can be located in direct adjacency to the shops. The existing shops can be reconfigured to include more teaching stations (greater number of vehicle bays) and better access to more centralized support functions. The infill addition will also provide for the needed student support and faculty offices that do not currently exist. Lastly, the renovation will correct infrastructure and systems needs at the same time insuring compliance with health and safety standards.

Please check the E&AS website at <https://fortress.wa.gov/ga/apps/easconsultantad/default.aspx> for additional project-specific information on this project.

This work will need to be completed by February 2014, or by any updated submittal timeline from the SBCTC, whichever comes first. This information will then be submitted to the State Board for consideration.

The State reserves the right to continue with the consultant selected under this agreement for work on future phases of this project

A/E fees and services are determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects (as published by the Office of Financial Management) and the standard Engineering and Architectural Services agreement.

PRE-SUBMITTAL MEETING:

There will be no formal walkthrough of South Seattle Community College prior to the Phase 1 submittal date.

INFORMATION:

For additional information, contact Jonathan Martin, /Project Manager, Engineering & Architectural Services, (360) 239-3350 or Steve Morgan, Director of Facilities, South Seattle Community College, (206) 934-6424;

SELECTION CRITERIA – Phase I:

Submittals will be scored based on these criteria (weighting in parenthesis):

- **Qualification of Key Personnel** (100)
- **Qualification of Mechanical & Electrical Sub consultants** (100)
- **Relevant Experience** (100):
 - *Demonstrated experience in programming and design of automotive education spaces.
 - *Demonstrated experience in successfully working with a broad range of stakeholders in successfully completing planning, design and construction of Capital projects
 - *Demonstrated experience with WA public works processes & SBCTC requirements.
- **Previous Performance** (100): *Owner satisfaction, *Professional recognition.
- **MWBE Outreach** (10) *Solicit and Use of Minority and Women-Owned Businesses for professional services required for this agreement.

This Submittal should clearly demonstrate the Project Team's ability to commit adequate staff and scheduling to meet the design goals and schedules of the College. Also, Consultants will need to demonstrate their ability to provide on-site support for all project phases.

SUBMITTAL REQUIREMENTS & MILESTONES:

- Firms shall submit five (5) sets and one (1) CD of Submittal Materials with pertinent data to assist the Selection Panel in evaluating qualifications. Submittal materials should be related to the specific requirements for this project.
- Architects & Subconsultants may use Federal 330 forms (or equivalent) as a guideline in organizing the information.

MWBE Outreach -

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE), women business enterprises (WBE), or combination thereof and strongly encourages consultants to work with these firms.

Voluntary goals for each project under the On-call Agreement will be established at 10% MBE and 6% WBE participation. Upon request of the Department of Enterprise Services, consultants will be required to provide a report of the actual outreach efforts undertaken to use certified MWBEs for any public works contract awarded.

Consultant Selection MWBE Outreach Plan Criteria may be found at the end of the RFQ

The State is working to reduce our impact on the environment and encourage the use of recycled products. Please consider the following guidelines when preparing your submittal:

1. Standard 8.5" x 11" format
2. Tape bound (preferred), recyclable comb binding (acceptable)
3. Cardstock front & back covers
4. Maximum 20 sheets
5. Printing shall be two sided
6. Limit their backup materials to five (5) representative projects of similar size / scope to this advertised project.
7. 11" x 17" fold outs permitted but limited to 10 total; included in 40 sheet count.
8. Provide only recycled & unbleached paper products. Include certification as part of submittal.

In order to be considered for this project, Consultant Teams shall deliver their submittals to the Engineering and Architectural Services' receptionist by **3:00 pm, Tuesday, August 6, 2013**, for date & time stamping.

Address Submittals to:

Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson Street SE, Olympia, WA 98504 (hand deliver)
P.O Box 41476, Olympia, WA 98501-1476 (mailing)
Attention: Robyn Hofstad, (360) 407-9347

NO FAXED OR ELECTRONIC COPIES WILL BE ACCEPTED

All submittals become the property of the State and will not be returned.

SELECTION PROCESS:

Following an evaluation of the Phase I submittals received, the consultant selection panel will conduct Phase II interviews with firms deemed to be the most highly qualified for the required service(s).

Interviews are tentatively schedule for the week of August 26th.

The State of Washington is an affirmative action employer. This is not a request for a fee proposal.

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
DIVISION OF FACILITIES
OFFICE OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON**

Consultant Selection MWBE Outreach Plan Criteria

<https://fortress.wa.gov/ga/apps/easconsultantad/default.aspx>

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and Women business enterprises (WBE) and strongly encourages consultants to work with MBE's and WBEs. Voluntary goals for each project under the On-call Agreement will be established at 10% MBE and 6% WBE participation. Upon request of the Department of Enterprise Services, consultants will be required to provide a report of the actual outreach efforts undertaken to utilize certified MWBEs for any public works contract awarded.

Submit a copy of the firm's MWBE Outreach Plan. The Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the Department of Enterprise Services' voluntary goals.

The MWBE Outreach Plan should address, at a minimum, the following:

- A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting DES's voluntary MWBE utilization goals.
- B. Provide the date your MWBE Outreach Plan was adopted by your firm.
- C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.
- D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet DES's voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:
 1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.
 2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE subcontractors.

3. The project-specific outreach your firm utilizes in identifying and contacting MWBE subconsultants through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.
4. The procedures your firm employs in providing one-on-one assistance to MWBE subconsultants in understanding the project and your firm's selection processes.
5. Describe your MWBE subconsultant mentoring program, if any. Describe any mentoring of MWBE subconsultants that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring MWBE subconsultants, and how effective the mentoring has been in the success of the MWBE subconsultants.
6. Describe any specific actions your firm uses to develop subcontract requirements (such as task breakdowns and delivery schedules) that encourage and permit maximum participation by MWBEs.

E. Describe how your firm will monitor its progress toward meeting the voluntary MWBE goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

While DES is interested in contracting with firms who employ a diverse workforce, this should not be part of the MWBE Outreach Plan. The focus is on outreach efforts to contract with minority-owned and women owned business.

Achievement of the goals is encouraged; however, no minimum level of MWBE participation shall be required as a condition of the consultant selection. Qualification submittals will not be rejected or considered non-responsive if they do not include MWBE participation. Minority and Women owned businesses are encouraged to apply and are also required to submit an Outreach Plan.

Adopted March 6, 2013