

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: Tuesday, August 25, 2015

Design Services for Project No. **2016-014; Montesano Readiness Center Roof Replacement/Tenant Improvement for the State of Washington Military Department; in Montesano, WA.**

DESCRIPTION OF WORK: The existing roof trusses on the Montesano Readiness Center are not structurally sound and don't meet the live and dead load code requirements. Interior load bearing walls are not seismically stabilized and were constructed with unbraced hinge joints in 2 locations under supporting roof trusses. This project will also include interior tenant improvements upgrading the restroom to meet ADA requirements, the kitchen to meet current standards, and general carpeting, flooring, painting and energy upgrades as summarized in the facility conditions report dated April 2011.

Scope of Work

This is a Request for Qualifications for the purpose of selecting an Architectural Firm & Structural Engineering team for the Montesano Readiness Center Structural Reroof and Tenant Improvement design, Construction Documents for bidding and construction administration through completion of project.

The scope of work includes architectural design, engineering, and construction administration services for the Readiness Center. A structural study will be required to find the most economical solution.

The total project budget will be \$5.2 million and is to be completed in the 15-17 biennium.

There is an existing Condition Assessment Report that is available on the Department of Enterprise Services website

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

August 18, 2015

10:30 A.M.

Montesano Readiness Center, 21 Clemons Rd N, Montesano, WA

Ron Cross, (253) 512-8404, ron.cross@mil.wa.gov.

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible point:

Qualifications of Key Personnel (including sub consultants) **25 points**;

General Project Approach **25 points**

Relevant Experience **30 points**

Geographic Proximity **10 points**

Diverse Business Inclusion Plan **10 points**

Other Information

The Agreements for Consultant services will be the standard Office of 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 with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE and 8% WBE, and 5% Washington Small Business and 5% Veterans have been established for this project. Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include diverse Business participation, but plan for Diverse Business Inclusion is required. A/E's 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 www.omwbe.wa.gov,
- For small business information: Servando Patlan, Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.407.9390 or servando.patlan@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit required number of Statements of Qualifications, (5 copies), with the project number and title clearly identified on the front cover. Each of the submittals on flashdrives, include:

- Executive summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASReferenceFile.aspx>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:

<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>

- No more than ~~twenty (20)~~ **forty (40 pdf)** pages total at 8 ½ X 11 size sheets
 - Covers, dividers, 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, flashdrive submittals must be delivered to the following address:

Attention: Danelle Bessett
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

All submittals must be received no later than August 25, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Danelle Bessett, 360.407.8243, danelle.bessett@des.wa.gov. For project questions please contact the Project Manager, **Stacy Simpson, 360-407-9340, stacy.simpson@des.wa.gov**.

NO FAXED, E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

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

Phase II Interviews will be scheduled for the week of **September 14** at **Camp Murray, Tacoma WA**.

Firms will be notified of the selection results the week of September 14, 2015.

The State of Washington is an affirmative action employer. All submittals become the property of the State.