

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: September 10, 2015**

Architectural/Engineering consultant services are required for Project No. 2016-037, “Newborn Screening Wing – Addition” and Project No. 2016-036, “Newborn Screening Wing – Laboratory Conversion”. Both projects are at the Washington State Public Health Labs; Shoreline, WA.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect/Engineer for design through Construction Administration Services for two projects to be designed and constructed in conjunction with each other:

Project No. 2016-037; Newborn Screening Wing – Addition

This project involves constructing approximately 7,000 GSF of additional office and storage space to the Newborn Screening Wing at the Washington State Public Health Laboratories in Shoreline, WA.

The original Newborn Screening wing (N-Wing) was constructed in 2001 with about 1,500 sf of future lab space that has been used for record and supplement storage since that time. The conversion of this space to new laboratory space requires new storage space for records and supplements storage. This project will add approximately 2,800 GSF of Office and Storage area on the west side of N-Wing. This project will also add approximately 4,200 GSF to be built on the east side of N-Wing. This additional space will contain office and meeting space that is to be used by all lab staff.

All work will be performed within a continuously operating diagnostic and analytical laboratory facility. design and specifications must address these constraints and provide detailed means of minimizing facility disruptions during construction. The consultant will be responsible for comprehensive and detailed management of the design and provide a full range of construction administration services as the projects’ prime A/E.

Project No. 2016-036; Newborn Screening Wing – Laboratory Conversion

This project is to convert a storage room into a BioSafety Level 2 Laboratory (BSL2) that will be used by the newborn screening staff.

The original Newborn Screening wing (N-Wing) was constructed in 2001 with about 1,500 sf of future lab space that has been used for record and supplement storage since that time. This

project will upgrade the storage space to laboratory space. The new lab space will be used to meet new program and technological requirements in the Newborn Screening Program. Improvements will include new laboratory layouts and casework, special laboratory ventilation systems, modified plumbing and piped services, installation of additional electrical services, and other systems or infrastructure improvements as required to adapt to new technological and programmatic needs.

All work will be performed within a continuously operating diagnostic and analytical laboratory facility. Design and specifications must address these constraints and provide detailed means of minimizing facility disruptions during construction. The consultant will be responsible for comprehensive and detailed management of the design and construction process providing a full range of construction administration services as the projects' prime A/E.

Both projects are in the City of Shoreline and have been identified and approved by the City of Shoreline in the Public Health Labs 20-year master plan.

Pre-submission walkthrough

There will be a **Pre-submission walkthrough** for this request on:
Tuesday, August 25th at 1:30 pm

Meet in the Lobby of the W.R. Geidt Facility at 1610 NE 150th Street; Shoreline, WA. For additional project information contact Terry Williams, Dept. of Health Facilities Planner, (206) 418-5577 or Anthony Ifie, Project Manager, Engineering & Architectural Services, (360) 628-2109

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 475 possible points:

Qualifications of Key Personnel including prime subconsultants (100 points). The information needed in this category should include but not be limited to the following: *Experience in the design of Public Health Laboratories or other major laboratory facilities; experience in design and construction of space within a continuously operating laboratory; knowledge of current "state of the art" laboratory design guidelines and standards.*

Project Understanding and Approach (100 points). The information needed in this category should include but not be limited to the following: *project scoping & staffing; cost & schedule management; Owner input & feedback; design challenges and opportunities; regulatory review & permitting; construction administration & closeout; energy performance & sustainability; quality review & assurance procedures.*

Relevant Experience (100 points). The information needed in this category should include but not be limited to the following: *Experience in planning and design of Public Health Laboratories or other major laboratory facilities; History of Remodel/Addition Projects in*

continuously operating Critical Facilities; Experience in successfully participating as a part of a Project Commissioning Team.

Previous Performance (100 points). The information needed in this category should include but not be limited to the following: *History of successful completion of similar projects; Owner satisfaction (supported by references for specific representative projects); History of successfully managed budgets and schedules; History of successfully working with an independent commissioning agent.*

Communication Plan (50 points). *Submittal will explain communication plan between Owner and Consultant, particularly if Consultant or Sub-Consultants are out of state.*

Diverse Business Inclusion Plan (25 points). *Brief Plan demonstrating how you'll support State MWBE program goals.*

Background materials shall clearly demonstrate Consultant's expertise in planning and design of Public Health Laboratories or other major laboratories; ability to develop Phasing Plans to minimize disruptions to a fully operational facility; ability to work with an Owner during design & construction to achieve the desired results within the established budget and schedule and ability to work with an independent commissioning agent during design and construction.

Other Information

The Agreements for Consultant services will be the standard Division 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: 10% MBE and 6% 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

Firms shall submit six (6) copies of Statements of Qualifications, with the project number and title clearly identified on the front cover. Each of the submittals on flash drive shall 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 forty (40) 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, paper 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 September 10, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Trina Regan, 360.407.9205,
Trina.Regan@des.wa.gov.

For project questions please contact the Project Manager, **Anthony Ifie, Project Manager, Engineering & Architectural Services, (360) 628-2109** or **Terry Williams, Dept. of Health Facilities Planner, (206) 418-5577**

NO FAXED, E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase I evaluation of these submittals, the consultant selection panel 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 I) from firms deemed to be the most highly qualified for the required service.

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

Phase II Interviews will be scheduled for the week of 10/12/15 at the **Washington State Public Health Laboratories, 1610 NE 150th St.; Shoreline**

Firms will be notified of the selection results by **following the Phase II interviews.**

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