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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: **Wednesday, March 23, 2016**

SERVICES REQUIRED for Project No. 2016-136; **Main Building South Wing Renovation on Spokane Community College Campus; Community Colleges of Spokane; Spokane, Washington.**

NOTE: The successful consultant team will NOT be eligible to participate in any Design Build team for this project.

Scope of Work

Provide consulting services required to create a project predesign (e.g., investigation of existing conditions, development of space programming information, development of cost estimate, verification of maximum allowable design and construction cost [MADCC], bridging documents, the Request for Qualifications (RFQ), and Request for Proposals (RFP) for the selection of a Design-Build firm for a renovation and new addition project in Building 1 on the Spokane Community College Campus. The renovation (est. 50,849 SF) is located in the South Wing of Building 1, and the addition of classrooms and offices (est. 6,969 SF) will be located at the west end of the south wing. Services may include, as determined by the State, participation in the Design-Build Team selection process.

Consultants should have a strong knowledge of Washington State Design Build as defined by RCW 39.10 with guarantee for energy, operations, and maintenance performance, and LEED/high performance buildings processes, and experience writing performance standards and specifications.

ESTIMATED MADCC $18,000,000

Overall Project Schedule (Estimated Completion Dates)

March 9, 2016	Informational Meeting (See below.)
March 23, 2016	Statements of Qualifications are due (See below.)
April 14, 2016	Tentative Schedule for Interviews in Spokane, WA
May 9 - 13, 2016	Signed Agreement & NTP
September 29, 2016	Completion of Predesign, Bridging Documents, and RFQ/RFP
October 12, 2016	DB Informational Meeting
October 28, 2016	DB Statements of Qualifications are Due
Nov. 8 – Dec. 13, 2016	DB Proprietary Meetings; Design and Price Proposals Due
December 14, 2016	DB Intent to Award

There will be an **Informational Meeting** for this request on:
March 9, 2016 at 10:00 a.m.
Spokane Community College,
1810 North Greene Street, Spokane, WA
Max Snyder Building 50, Rooms 108/109
Gloria Miller
509.389.5819
gloria.miller@des.wa.gov

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 and interviews of short listed firms.

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

Qualifications of Key Personnel including prime subconsultants (30 points)
Project Approach (20 points)
Relevant Experience (40 points)
Geographic Proximity (5 points)
Diverse Business Inclusion Plan (5 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/.

Based upon the selected contract delivery system 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 and separate from the Design Build contract services.

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 two (2) flashdrives with copies of the Statement of Qualifications. Clearly identify each flashdrive with the project number and title. Each of the submittals shall include:

- Executive summary
- Federal form SF330 (Part II only) http://www.des.wa.gov/services/facilities/Construction/B1/Pages/AE_Design.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 thirty (30) pages total - single sided 8 ½ x 11 size sheets count as (1)
    - Covers, dividers, and tab sheets are not included in page count total

To qualify for review, flashdrive submittals must be delivered to the following address:

Attention: Angeline Ernst
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (Hand Delivered or Currier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

All submittals must be received no later than Wednesday, March 23, 2016, prior to 2:00 PM, (as per date/time stamped by E&AS.)

All amendments and related documents will be posted to the DES website **prior to the submittal due date**. It is the responsibility of the interested firms to track and obtain amendments.

For selection process questions please contact Angeline Ernst, 360.407.7965, angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, **Gloria Miller, 509.389.5819, gloria.miller@des.wa.gov**.

NO FAXED, E-MAILED [OR PAPER] 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 firms will be selected.

Phase II Interviews will be scheduled for the week of **April 14th** in **Spokane, WA**.

Firms will be notified of the selection results the week of **April 18th**.

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