

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

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS

Submittal Date: February 18, 2016

SERVICES REQUIRED for Project No. 2016-267: New Weigh Station; Washington State Patrol, Interstate 5, 2015 Ridgefield POE.

Scope of Work

Design and Construct new Weighing Operations and Administration Building based on the 2015 Ridgefield POE Predesign study. Demolition of the existing building is to be included in the estimate.

Work to include the design and construction of an additional inspection pit in the existing Truck Inspection Building.

This project is a Federally Funded Preservation Project. DES, the Consultant and Owner will be partnering with the Washington State Department of Transportation. The expected bid date is fall 2016.

The location for this work is 29317 Interstate 5 North, Ridgefield WA 98642. The MACC (maximum allowable construction cost) is \$1.9 million.

This facility is the Commercial Vehicle Port of Entry located on northbound Interstate 5 at Mile Post 15. It operates 24 a day, 7 days a week and is open 360 days a year. The operational focus is vehicle weights, vehicle loading, transportation equipment, credentials for the driver, and vehicle and trucking ownership. Over 1,000,000 trucks a year that pass this location. There are 20 staff who work at this location utilizing two buildings to manage that intent - a Weighing Operations building built in 1969 and a Truck Inspection Building constructed in 1999. To manage the volume of vehicles a sorting tool – a Vehicle Identification and Weigh-in-Motions system is utilized. It Pre-Weighs and verifies vehicle credentials. Also is located about ½ mile prior to the facility navigates potential violators into the facility for operator review and inspection. In the Weighing Operations building, staff use static scales weigh to each vehicle, to perform visual inspection of vehicle condition and interact with drivers to validate vehicle, ownership and driver credentials. The Inspection building is utilized to perform extensive vehicle condition assessments.

There will be an **Informational Meeting** for this request on:
February 10, 2016
10:00 AM

Washington State Patrol Facilities
8623 Armstrong Road SW
Olympia, WA 98504
Ronnie Hill, 360-407-9341 or Ronnie.hill@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 sub consultants (30points);
General Project Approach (20 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 a 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, (8 copies) and one electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- 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://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>
- No more than thirty (30) pages of content, 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.
- The following questions are to be answered in the RFQ. They will be considered as part of the General Project Approach Category:
 - Which individual employees will be a part of the design team and what role will they play?
 - What is the total dollar volume of work currently under contract in your office, and at what stage of completion?
 - What volume of current work do you have under contract with E&AS?
 - What is the total dollar volume of work you have had under contract with E&AS over the past (5) years?
 - What is the name and contact information for the owner and representative for your last (3) completed projects?

To qualify for review, 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 courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than Thursday February 18, 2016, prior to 2:00 PM, (as per date/time stamped by E&AS.)

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

For project questions please contact the Project Manager, Ronnie Hill, 360-407-9341 or
Ronnie.Hill@des.wa.gov.

NO FAXED, OR 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 **March 7, 2016 at 8623 Armstrong Road SE, Olympia, WA 98504.**

Firms will be notified of the selection results the last week of February 2016.

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