

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: November 2, 2015**

**CONSULTANT SERVICES REQUIRED for Project No. 2016-408A; GHS Birch Remodel; Department of Social and Health Services; Olympia, WA. This project is to construct a 16 bed residential mental health housing unit within the existing 18,000 square foot Birch Housing Unit at Green Hill School in Chehalis, WA.**

**Scope of Work**

Green Hill School, located in Chehalis, WA, is a medium/maximum security facility for young men aged 14 to 21. Overseen by the DSHS Rehabilitation Administration, Juvenile Rehabilitation, Green Hill School provides rehabilitative services to approximately 180 youth who have committed a crime and are sentenced to Green Hill School for treatment and help in reintegrating back into the community. A growing number of residents come to the institution with acute mental health issues that are more successfully treated in a specialized housing unit. This project is to re-purpose half of the 40 bed Birch housing unit to accommodate the youth who need this additional help. A similar housing unit was constructed in 2013 with much success. This project will utilize this previous project's basic program adding lessons learned.

The successful firm will have some familiarity with correctional facilities with particular experience in juvenile rehabilitation. This firm will have successfully planned, designed and executed major renovations in occupied, continuously operated facilities. The ability to communicate complex design concepts clearly to individuals without a design or construction background is essential. A demonstrated success with Life Cycle Costing is expected. This project is targeted to achieve LEED Silver certification.

A maximum allowable construction cost (MACC) of **\$3,200,000** has been established for this project. Anticipated schedule milestones include design through September 2016 with construction to begin November 2016 with construction completion in September 2017.

There will be an **Informational Meeting** for this request on:  
**Friday October 23, 2015; 2:00 pm**

Green Hill School, Entry/Visitation Building  
375 SW 11<sup>th</sup> Street  
Chehalis, WA 98532

For further information contact: Penny Koal, 360.902.8156, [penny.koal@dshs.wa.gov](mailto:penny.koal@dshs.wa.gov)

## **Selection Criteria**

Firms will be selected in a two-phase process: Phase 1 – short listing of firms based on submitted information and Phase 2 – oral presentations and interview of shortlisted firms. In Phase 1, firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

General Project Approach (**30 points**)

Qualifications of Key Personnel including prime sub-consultants: Please include a percent time commitment each individual will be assigned to this project (**20 points**)

Relevant Experience with current references (**20 points**)

Past Performance relative to maintaining scope, schedules, and budget. (**20 points**)

Diverse Business Inclusion Plan (**10 points**)

## **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: 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 Diverse Business Inclusion Plan 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](http://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](mailto:servando.patlan@des.wa.gov),
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

## **Submittal Requirements**

Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)  
<http://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 for the plan may be found at:  
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>

Submit six (6) paper copies of the Statement of Qualifications and one (1) electronic copy (CD or thumbdrive) with the project number and title clearly identified on the front cover. The submittal shall be no more than twenty (20) sheets total at 8 ½” X 11” size sheets, printed on both sides.

- Federal form SF330 is not included in the 20 sheet count
- Covers, dividers, and tab sheets are not included in page count total
- Note, 11”x 17” fold outs can be included, but will be counted as two sheets.

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

Attention: Luda Rybalchenko  
Department of Social & Health Services,  
Operations Support and Services Division, Office of Capital Programs  
1115 Washington St. SE, Olympia WA (**hand delivered or courier**)  
P. O. Box 45848, Olympia, Washington, 98504-5848 (**Mailed**)

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

For selection process questions please contact Luda Rybalchenko at 360.902.8316 or email [rybalLX@dshs.wa.gov](mailto:rybalLX@dshs.wa.gov).

For project questions please contact the Project Manager, Penny Koal at 360.902.8156 or email [penny.koal@dshs.wa.gov](mailto:penny.koal@dshs.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 2 Interviews will be scheduled for the week of **November 30 at Green Hill School**

Firms will be notified of the selection results within 10 days of the final interviews.

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