

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: November 23, 2015**

CONSULTANT SERVICES REQUIRED for Project No. 2016-410; WSH-New Kitchen, Pharmacy and Commissary; Department of Social and Health Services; Olympia, WA. This project is to design and construct a new approximately 60,000sf kitchen, pharmacy and commissary facility on a vacant lot on the Western State Hospital campus in Lakewood, Washington.

Scope of Work

Western State Hospital (WSH) is one of two state operated psychiatric hospitals in Washington State. WSH is the regional state psychiatric hospital for 20 Western Washington counties. WSH has an operating capacity of over 800 beds which is slated to grow to almost nine hundred beds in the next five to ten years. The hospital is staffed by approximately 2000 professionals who provide services directly and indirectly to these patients. WSH is administered by the Behavioral Health and Services Integration Administration (BHSIA) of the [Washington Department of Social and Health Services](#) (DSHS).

The hospital kitchen and food service department prepares and serves three meals per day plus snacks every day, 365 days per year, for all patients. Menus are varied according to patient needs adding operational complexity. The existing kitchen is located in the center of campus and is nearly 85 years old. The facility has served a number different functions prior to being converted to a kitchen, is not efficient, and not capable of further renovations to renew its usefulness making replacement the best option for improving food service.

Central Services, Pharmacy and Commissary functions are located in disparate locations on campus making coordination and control difficult. These functions include patient oriented operations of a central pharmacy, central supply, and medical equipment. Other select commissary functions related to day to day operational support will also be incorporated into this facility to further streamline commissary functions.

A pre-design study for this project was completed in 2008 followed by schematic design and design development. Funding for the project was withheld in 2010 as a result of revenue declines during the recession. It is the intent of DSHS to revitalize, at a minimum, the schematic design package that was produced in March 2010. The pre-design and schematic design packages are available for reference at <https://www.dshs.wa.gov/fsa/office-capital-programs/project-documents> . Building efficiency in addition to functional efficiency will propel

this project to achieve LEED silver certification. This project may be a candidate for GCCM project delivery.

The successful firm will demonstrate experience and proficiency in the development of efficient institutional kitchens with emphasis in a hospital environment. The successful firm will have knowledge of regulations and rules needed for streamlining central services and pharmacy functions and understand the balance necessary to blend them into a single facility with food service. The firm will be well versed in sustainable building practices including operational and maintenance aspects to ensure a 50 year building. Familiarity with Office of Financial Management's (OFM) Life Cycle Cost Analysis (LCCA) process and the Life Cycle Cost Tool (LCCT) is a must.

A maximum allowable construction cost (MACC) of **\$18,000,000** has been established for this project. Design will be complete and site work should be underway no later than March of 2017.

There will be an **Informational Meeting** for this request on:
November 12, 2015 1:30 pm
Western State Hospital,
Building 8, Webster Conference Room
9601 Steilacoom Blvd. SW
Lakewood, WA 98498

For further information contact: Penny Koal, 360.902.8156, 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 Statement of Qualifications 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:

Project Approach **(30 points)**;

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

Relevant Experience with current references: Please highlight experiences with sustainable building practices **(20 points)**

Past Performance relative to maintaining scope, schedules, budget and life cycle costing. **(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 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,
- 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

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 five (25) sheets total at 8 ½" X 11" size sheets, printed on both sides.

- Federal form SF330 is not included in the 25 sheet count
- Covers, dividers, and tab sheets are not included in page count total
- Note, 11"x 17" fold outs may be included, but will be counted as two sheets.

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

Department of Social & Health Services
Operations Support and Services Division, Office of Capital Programs

Attention: Luda Rybalchenko

1115 Washington St. SE, Olympia WA (**hand delivered or courier**)
P. O. Box 45848, Olympia, Washington, 98504-5848 (**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 November 23, 2015, prior to 2:00 PM, (as per date/time stamped by DSHS.)

For selection process questions please contact Luda Rybalchenko at 360.902.8316 or email 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

NO FAXED OR E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection committee will interview the 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 **December 14, 2015 at Western State Hospital**.

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.