

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

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
Submittal Date: December 4, 2015**

**CONSULTANT SERVICES REQUIRED for Project No. 2016-417; Western State Hospital (WSH) Buildings 9 & 20 Fire Alarm Replacement System & Electrical Upgrades.**

**Scope of Work**

This Request for Qualifications is for the purpose of providing architectural design, engineering and construction administration services for Western State Hospital (WSH) at Lakewood, Washington. This selection will be for the project noted below throughout the 2015 - 17 biennium.

This project will require schematic design, design development, construction documents, cost estimating, permit submittal and tracking, applicable mechanical and electrical design services including low voltage systems, applicable structural design services, construction administration, close-out, and warranty assistance.

The work will consist of upgrading the current fire protection systems, communications & security systems and the electrical systems Buildings 9 & 20. **The anticipated MACC is \$1,100,000.**

Buildings 9 and 20 will be occupied and special coordination will be required during construction to minimize impacts to hospital operations and patients at both locations.

The goals of this project are to work closely with the Project Manager, WSH staff, and the contractor to schedule construction activities such that they minimize disruptions to the institution's operations; coordinate with other consultants and contractors involved with planning and/or conducting construction activities in the vicinity of this project; and to actively manage a coordinated program schedule for completing all the work in a thoughtful, organized manner.

Consultants should have a strong background in multi-phased construction for public agencies, the State of Washington capital budget process, planning, and sustainable design in health care.

**Institution Information**

WSH is one of two Washington State operated psychiatric hospitals. WSH is the regional state psychiatric hospital for 20 Western Washington counties. WSH is located at 9601 Steilacoom Blvd SW, Lakewood, WA, in south Pierce County, approximately 25 miles north of Olympia. The 264 acre campus includes 45 buildings totaling approximately 1,000,000 square feet. WSH has an operating capacity of 827 beds and is administered by the Mental Health Division (MHD)

of the Behavioral Health and Service Integration Administration (BHSIA) of the [Washington Department of Social and Health Services](#) (DSHS).

**Anticipated Schedule:**

Design Notice to Proceed: January 19, 2016; Design Completion: December 9, 2016.

There will be a Site Visit for this request on:  
**Friday, November 20, 2015, at 10:00 AM**  
Sub-consultants are also invited to attend

**Location:** Western State Hospital  
Greenhouse, Building 15  
9601 Steilacoom Blvd S.W.  
Lakewood, WA

For additional information contact:  
Aarón Martínez DSHS Capital Projects Manager  
360-902-8325  
[Aaron.Martinez@dshs.wa.gov](mailto:Aaron.Martinez@dshs.wa.gov)

**Selection Criteria**

Firm selection is 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. Please include a percent time commitment for each individual who will be assigned to this project. **(30 points)**  
Relevant Experience with references **(25 points)**  
General Project Approach **(25 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 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](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**

Submit required number of Statements of Qualifications five (5) paper copies and one (1) electronic (CD or thumbdrive) 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/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 twenty (20) pages total at 8 ½ X 11 size sheets
  - Covers, dividers, and tab sheets are not included in page count total
  - Federal form SF330s are not included in the sheet count
  - Note, 11"x 17" fold outs can be included, but counted as two sheets.

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

Attention: Luda Rybalchenko  
Department of Social and Health Services  
Office of Capital Programs  
1115 Washington Street SE, Olympia, WA 98504-5848 (hand delivered or courier)  
PO Box 45848, Olympia, Washington, 98504-5848 (Mailed)

**All submittals must be received no later than December 4, 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  
[RybalLX@dshs.wa.gov](mailto:RybalLX@dshs.wa.gov).

For project questions please contact the Project Manager, Aarón Martínez at 360-902-8325 or [Aaron.Martinez@dshs.wa.gov](mailto:Aaron.Martinez@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 are tentatively scheduled for **December 16, 2015** at **Western State Hospital**.

Firms will be notified of the selection results by December 22, 2015.

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