

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: May 17, 2016

CONSULTANT SERVICES REQUIRED for Project No. 2016-468 A; EGCC Female Acute Mental Health Unit; Department of Social and Health Services; Snoqualmie, WA. This project renovates an existing 5,840 square foot Housing Unit and constructs a 4,500 square foot addition to house a maximum security 28 bed mental health unit at Echo Glen Children's Center near Snoqualmie, WA.

Scope of Work

The Echo Glen Children's Center (EGCC), located just off Interstate 90 near Snoqualmie, provides residential care, treatment, and education for both male and female youthful offenders, most with mental health issues.

EGCC provides rehabilitative services for up to 172 youth who have committed a crime and are sentenced 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 and expand the existing Housing Unit #4 to accommodate the youth who need this additional help, including a four bed acute care pod. It will also include a dayroom and dining area with kitchenette, security control station, classroom space, staff offices, and support spaces. A partially covered recreation area will provide outdoor space for youth to recreate in good and bad weather. This construction will completely renovate Housing Unit #4 which is currently designed to accommodate 16 beds and add approximately 4,500 square feet to accommodate the remaining beds, the acute care pod, and new classroom. A similar housing unit serving a male population was constructed in 2011 with much success. This project will utilize this previous project's basic program adding lessons learned.

The successful firm will have familiarity with correctional facilities with particular experience in juvenile rehabilitation. The services for this project are for a predesign study only; which shall include project analysis, program analysis, site analysis, budget analysis, life cycle analysis, and project drawings and diagrams as required by the State of Washington Predesign Manual for a renovation and expansion of a youth correctional facility. The ability to communicate complex design concepts clearly to individuals without a design or construction background is essential. This project is targeted to achieve LEED Silver certification.

Upon approval of the predesign study, DSHS may choose to continue with the selected team for the basic design A&E services. Construction is pending funding in the subsequent biennium.

A maximum allowable construction cost (MACC) of \$3,500,000 is anticipated for this project. Schedule milestones include predesign and design through April 2017 with construction to begin in August 2017.

There will be an **Informational Meeting** for this request on:
May 9, 2016; 11:00 a.m.

Echo Glen's Children Center, Administration Building
33010 SE 99th Street
Snoqualmie, WA 98065

For further information contact: Ken Hays, 360.902.8171 or hayskm@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 Project 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 Agreement 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/>.

Voluntary numerical diverse business inclusion goals have been established for the project as: 12% MBE, 8% WBE, 5% Washington Small Business, and 5% Veterans. 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: Aaron Young, Acting Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.628.6424 or aaron.young@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit six (6) paper copies of the Statement of Qualifications 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://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>
- No more than twenty (20) pages total at 8 ½" X 11" size sheets, printed on both sides.
 - Covers, dividers, and tab sheets are not included in page count total.
 - Federal Form SF330 (Part II) is 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)

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 May 17, 2016, 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.

For project questions please contact the Project Manager, Ken Hays at 360.902.8171 or email hayskm@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 May 30 at Echo Glen Children's Center.

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.