

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: October 28, 2015**

SERVICES REQUIRED for Project No. 2016-828; **On Call Campus Architect; Columbia Basin College in Pasco and Walla Walla Community College in Walla Walla.**

Scope of Work

The on call Campus Architect will provide architectural and engineering consultant services for a wide variety of capital improvement projects at Columbia Basin College and Walla Walla Community College.

The work will consist of the design and construction management of projects already in the legislative funding process, and project planning, scope and budget development of new projects for future capital budget request. Potential projects may include: remodel work, reroofing and roof repairs of various building, HVAC upgrades, pump replacements, electrical upgrades, and other miscellaneous facility needs.

The goals of each project are to minimize the disruptions to the College operations; maximize the efficiencies for the Consultant and the College Staff; to maintain consistent planning and design standards; and to maintain a coordinated program schedule for completing all the work in a thoughtful organized manner.

Consultants should have a strong background in multi-phased State Agency Construction, the State of Washington capital budget process, planning, sustainable design, and the LEED process and in campus educational facilities.

There will be an **Informational Meeting** for this request on:
Wednesday October 21 at 1:00 pm at Columbia Basin College in Pasco, and at 3:00 pm at Walla Walla Community College in Walla Walla.

The 1:00 information meeting will be at Columbia Basin College, 2600 N. 20th Avenue Pasco, WA 99301. Building A room 255. <http://www.columbiabasin.edu/index.aspx?page=265>

The 3:00 information meeting will be at Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362. Main Building 2nd floor room 242.

For Questions Contact
Dave Hickman, Office 360.407.7950 Cell 360.339.2280, david.hickman@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 370 possible points:

Qualifications of Key Personnel including prime sub consultants (100 points);
General Project Approach (100 points);
Relevant Experience (100 points)
Previous Performance (50 points)
Diverse Business Inclusion Plan (20 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,
- 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, (5 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://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
 - 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: Angel 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)

All submittals must be received no later than October 28, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

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

For project questions please contact the Project Manager for, Columbia Basin College Dave Hickman, 360.407.7950, david.hickman@des.wa.gov . Walla Walla Community College Jeff Gonzalez, 360.407.7942, jeff.gonzalez@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.

Phase II Interviews will be scheduled for the week of **November 16, 2015** at **Columbia Basin College, 2600 N. 20th Avenue Pasco, WA 99301. Building A room 255.**

Firms will be notified of the selection results by November 20, 2015.

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