

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: November 16, 2015**

Architectural consultant services are requested for **tenant improvement spaces in the existing Lindbloom Center (recently renamed Student Affairs and Success Building (SA)) on the main campus of Green River College. State Project Number 2016-189.**

Scope of Work

The work will consist of planning, design and construction management of the SA Tenant Improvement Project. This project will repurpose approximately 19,000 nsf of vacated spaces as a result of staff moving to the new Student Union building. This is strictly an interior tenant improvement project. The estimated project MACC is \$3.1 Million. Ideally construction would start in May, 2016, completing September 1, 2016 to be ready for the start of fall quarter. A previous study has been done and is available by contacting Sam Ball at sball@greenriver.edu.

For more information about the college, please reference GRCC's website: www.greenriver.edu

There will be an **Informational Meeting** for this request on:
Friday November 6, 2015 at 10:00am

St. Helen's Room, existing Student Union Building, Lindbloom Center
Phil Timpke – 253-377-8390 – phil.timpke@des.wa.gov

Consultant Qualifications

Consultants should have a strong background in Washington State Community College Design and Construction for tenant improvement construction. Experience should include project planning, scope and budget development, design, permitting and construction. Additional experience should include successful planning, design and construction of multi-departmental spaces.

Architectural fees shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects as published by the Office of Financial Management and the standard Division of Engineering and Architectural Services Agreement.

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 400 possible points:

Qualifications of Key Personnel including prime sub consultants (100 points);

Relevant Experience (100);

1. Demonstrated experience in programming, design and construction of Tenant Improvement spaces
2. Demonstrated experience in working successfully with a broad range of stakeholders
3. Demonstrated experience in working successfully with permitting agencies.
4. Demonstrated experience with Washington State public works processes and SBCTC requirements

Previous Performance (100 points);

Outreach - Solicit and use of Minority and Women-owned businesses and Veteran owned businesses for professional services required for this agreement. Voluntary goals of 10% have been established for this project (100 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, six (6) hard copies and two (2) electronic copies, 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-five (25) 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: Angeline 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 amendments and related documents will be posted to the [DES website](#) **prior to the submittal due date**. It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than Monday November 16, 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,
Angeline.Ernst@des.wa.gov.

For project questions please contact the Project Manager, Phil Timpke, 253-77-8390 or
phil.timpke@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. The top ranking Phase 2 firm will be selected.

Phase II Interviews will be scheduled for **Friday December 6** at **Green River College Kent Campus.**

Firms will be notified by phone of the selection results on December 6.

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