CONSULTANT SERVICES REQUIRED for Project #2018-402 - Lakeland Village Electrical Infrastructure Upgrades, in Medical Lake, WA for the Department of Social and Health Services (DSHS). This project plans, designs, reconfigures, and upgrades the emergency electrical system at Lakeland Village. Award of this project is contingent upon legislative funding for the 2017-2019 biennium.

**Scope of Work**

Lakeland Village (LV) is a state operated 24-hour facility operated by the Developmental Disabilities Administration (DDA) for DSHS. LV is certified as a 60-bed Nursing Facility and a 190-bed Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/ID). The facility provides appropriate, comprehensive, quality services that meet individual needs, honor human and legal rights, and promote independence and self-management in personalized home-like environments.

LV’s existing emergency electrical system was installed in the 1970s. Medium voltage feeders, splices in feeders, and transformers have begun to fail. The system does not meet current NFPA and NEC codes that require three branch circuits for emergency electrical systems serving nursing facilities. This project reconfigures and upgrades the emergency electrical system in the south campus to meet current code requirements to ensure the safety of residents and staff during an electrical emergency.

The successful firm will have familiarity and experience with emergency electrical infrastructure systems for occupied nursing and boarding homes facilities. The services for this request for qualifications shall include project analysis, budget analysis, design of complete project documents, and drawings, diagrams, and specifications necessary to ensure successful bid and construction of this project, and construction administration. The ability to communicate complex electrical design concepts clearly to individuals without a design or construction background is essential.

A maximum allowable construction cost (MACC) between $2,100,000 and $4,200,000 has been requested for this project and is pending legislative approval. Schedule milestones include design complete and ready to bid by January 2018 with construction complete prior to June 2019.
There will be an Informational Meeting for this request on:

**Wednesday May 24, 11:00am to 12:00pm**

Pine Lodge Campus, Building M
751 S Pine Street
Medical Lake, WA 99201

Sub-consultants are also invited to attend. For further information contact: Kelly Lerner at 509-720-4875 or Kelly.Lerner@dshs.wa.gov

**Selection Information and Criteria**

Firms will be selected in a two-phase process: Phase 1- evaluation and short listing of finalist firms based on submitted Statement of Qualification and Phase 2 - oral presentations and interviews of short listed 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 the 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/](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. The successful firm will be required to register at B2GNow to report voluntary diversity inclusion progress. Further information regarding B2GNow can be found at DES Webpage under Construction and Public Works, [https://des.diversitycompliance.com](https://des.diversitycompliance.com).

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:

Submittal Requirements
Submissions for the Lakeland Village Electrical Infrastructure project shall be digital only; no hard copies are required. Submit your digital submission in PDF format as an attachment to an email with a file name that includes the project number, title, and your firm name (for example: 2018-402-LV Electrical Infrastructure Upgrades-YourFirmName). **The submission file size must be less than 10 MB.**

Address email submittals, with Project Number and Title clearly identified in the subject line, to: Luda Rybalchenko at RybalLX@dshs.wa.gov and Kelly Lerner at Kelly.Lerner@DSHS.wa.gov.

Your submittal should include:
- Executive Summary
- Any other pertinent data to address the selection criteria and assist the selection board in evaluating your qualifications.
- No more than twenty (20) sheets total at 8 ½” X 11” size sheets, printed on both sides.
  - Covers, dividers, and tab sheets without print 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 received by the DES/DSHS Team prior to 2:00 p.m., Tuesday, June 6.**

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, Kelly Lerner at 509-720-4875 or Kelly.Lerner@dshs.wa.gov

Next Steps
Following the Phase 1 evaluation of these submittals, the Consultant Selection Team 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 June 19.

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.