

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

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

SERVICES REQUIRED for PROJECT NO. 2016-307; ACCESS ROAD CULVERT REPLACEMENT; DEPARTMENT OF CORRECTIONS, CLALLAM BAY CORRECTIONS CENTER (CBCC); CLALLAM BAY.

Scope of Work

Provide consulting services to replace or reline approximately 17 drainage culverts. Three of the culverts are fish passages under the roadway. Temporary road bypasses will be part of the project.

<i>MACC:</i>	<i>\$2.7 Million (contingent on legislative funding)</i>
<i>Design Services:</i>	<i>Begin October 2015</i>
<i>Construction Services:</i>	<i>Begin May 2016 (contingent on legislative funding)</i>

There will be an **Informational Meeting** for this request on:
Wednesday, August 19, 2015 at 11:00 am
Clallam Bay Corrections Center
1830 Eagle Crest Way
Clallam Bay, WA 98326

Interested parties should contact the Jack Brandt at (360)963-3261 or Karen Hoschar at (360)963-3266 to obtain security clearance request forms, and return completed forms by 5 p.m., Friday, August 14th, to jwbrandt@DOC1.WA.GOV and kmhoschar@DOC1.WA.GOV .

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible point:

- Qualifications of Key Personnel including prime sub-consultants (25points);
- General Project Approach (30 points);
- Relevant Experience (30 points)
- Geographic Proximity (5 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,
- 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 1 on CD), with the project number and title clearly identified on the front cover. Each of the submittals 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
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

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

ATTN: Joshua Dye
State of Washington Dept. of Enterprise Services/Dept. of Corrections Team
7345 Linderson Way, Tumwater, WA 98501
P.O Box 41112, Olympia, WA 98504-1112

All submittals must be received and date/time stamped no later than Friday, August 28, 2015, prior to 4:00 PM.

For questions please contact Nanette Graham, DOC/E&AS Project Manager, at (360)725-8337, email nsgraham@doc1.wa.gov or Joshua Dye, Administrative Assistant, at (360)725-8359, email jkdye@doc1.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 **September 2015** at **DOC Headquarters**.

Firms will be notified of the selection results the last week of September, 2015.

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