

**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. 2016-303; **PROGRAM AND SUPPORT BUILDING; DEPARTMENT OF CORRECTIONS, WASHINGTON STATE PENITENTIARY (WSP); WALLA WALLA. PRE-DESIGN AND DESIGN.**

Scope of Work

This Request for Qualifications is for the purpose of selecting an A/E firm for the pre-design and design of a program and support building for medium custody and close custody offenders at WSP. The program and support building will provide education, library, treatment and other program space as well as institutional operational areas to support the medium security complex. The building will be approximately 26,000 square feet.

<i>MACC:</i>	<i>\$7.4 Million</i>
<i>Predesign Services:</i>	<i>Begin October 2015</i>
<i>Design Services:</i>	<i>Begin December 2015</i>
<i>Construction Services:</i>	<i>Begin July 2017 (contingent on legislative funding)</i>

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 Richard Howerton, DOC, Project Manager, at (509) 956-6384, email rehowerton@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.