

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

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: October 5, 2015**

ARCHITECTURAL SERVICES REQUIRED for Project No. 2016-827, On Call Architect for Bellingham Technical College and Whatcom Community College located in Bellingham, Washington.

This Request for Qualifications is for the purpose of selecting a Campus Architect to provide service to both campuses for the remainder of 2015 to June 30, 2017.

Scope of Work

At least two on-call firms will be selected to provide Architectural Services and by amendment to procure selected engineering design/construction administration services. The consultant's services required for this work will consist of minor remodel and renovation work to existing facilities. The consultants must be able to provide responsive and complete services, beginning with programming/design, continuing through bidding, construction administration and project closeout through warranty period.

The selected firms will work with either or both of the colleges, at the option of the individual colleges. Projects may include HVAC replacements, roof repairs and replacements, lighting controls, door and hardware replacements, minor program and building improvements, science lab conversions, computer lab conversions/remodel, classroom and office remodels and other minor works projects not determined to date.

Services may also include assistance in the development of the preparation of the biennial Facility Condition Survey and with preparation of new major Capital Project Request Reports (PRR's) and other projects at the discretion of the Colleges.

There will be an **Informational Meeting** for this request on:
September 28, 2015 at 2:00pm

Whatcom Community College
Auxiliary Services Building, Room 117
620 W. Kellogg Road
Bellingham, WA 98226
Kevin Barber, Project Manager. 360-628-6417, kevin.barber@des.wa.gov

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 250 possible points:

Qualifications of Key Personnel including prime subconsultants (75 points);

Project Understanding and Approach (50 points);

Relevant Experience (50 points)

Geographic Proximity and Responsiveness (50 points). Geographic proximity is defined as a 50 mile radius or less from Bellingham, Washington.

Diverse Business Inclusion Plan (25 points)

Consultants should have an established background and experience with;

- Multi-phased Educational Construction.
- LEED Design and Construction Practices.
- State of Washington Capital Budget process, including Project Request Report (PRR) requirements of SBCTC.
- Reconstruction of existing buildings into specialized education space, programming, campus master planning and an established working relationship with the City of Bellingham Permits/Plans Group.

Other Information

The Agreements for Consultant services will be the standard Division of Engineering and Architectural Services Agreement and fees will be negotiated based on the state Office of Financial Management's Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects, and 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/>.

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 a 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) copies and one (1) 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://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) double sided 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: Trina Regan
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 5, 2015, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Trina Regan, 360.407.9205,
trina.regan@des.wa.gov.

For project questions please contact the Project Manager, Kevin Barber, 360.628.6417,
kevin.barber@des.wa.gov.

NO FAXED, E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection panel 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.

Phase II Interviews, will be scheduled for the week of October 19 at Whatcom Community College.

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

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