

NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS
Submittal Date: May 27, 2015

Consultant services are required for Project No. 2008-164 Materials Testing and Special Inspection Services for Centralia College Commons Project at Centralia College, Centralia, Washington. The Centralia College Commons project is a new 70,000 square foot building being constructed on the Centralia College campus. It is steel frame construction, three stories with masonry and metal veneer siding.

Scope of Work

The scope of work includes providing full materials testing and inspection services for the Centralia College Commons project that will begin construction in July 2015 and be completed by January 2017. Anticipated testing and inspection services will include: reinforced concrete, and site concrete, structural steel fabrication and welds, geotechnical and civil testing. Services will be required throughout the course of the project beginning in July 2015 – January 2017.

Testing firms interested should submit Request for Qualification (RFQ) materials by May 27, 2015.

The Project Manager for the state will be **Debra Delzell, (360) 407-8786.**

Institution Information: Centralia College is located in Centralia, WA at 600 Centralia College Blvd.

Firms will be considered in Phase I for selection based upon the following criteria categories, weighted as indicated:

- **Qualifications of Key Personnel - 50 points**
- **Relevant Experience - 25 points**
- **General Project Approach – 25 points**

Submit electronic pdf format on 5 CDs. Each submittal to include: Executive summary, Federal form SF330 Part 2 only, and any other pertinent information to assist the selection board in evaluating qualifications. Submit qualifications and firm data not exceeding 20 pages each:

- 8.5” x 11” (pdf format)
- 20 sheet maximum, including Federal Form 330 (Part II only)

To qualify for review, submittals must be delivered to and date/time stamped by E&AS prior to **3:00 p.m. on Wednesday, May 27, 2015.**

Address:

Division of Engineering and Architectural Services
Department of Enterprise Services – Facilities Division
1500 Jefferson Street –
Hand Deliver to: Shipping and Receiving Room #1140
PO Box 41476
Olympia, WA 98504-1012
Attn: Danelle Bessett

NO FAXED OR EMAIL COPIES WILL BE ACCEPTED.

Following an evaluation of these submittals, the consultant selection board will interview firms deemed to be the most highly qualified for the required service. **Shortlisted firms will be notified on or about June 2, 2015. Interviews are tentatively scheduled for Wednesday, June 10, 2015.**

The State of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
DIVISION OF FACILITIES
OFFICE OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON

Consultant Selection MWBE Outreach Plan Criteria
<http://des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and Women business enterprises (WBE) and strongly encourages consultants to work with MBE's and WBEs. Voluntary goals for each project under the On-call Agreement will be established at 10% MBE and 6% WBE participation. Upon request of the Department of Enterprise Services, consultants will be required to provide a report of the actual outreach efforts undertaken to utilize certified MWBEs for any public works contract awarded.

Submit a copy of the firm's MWBE Outreach Plan. The Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the Department of Enterprise Services' voluntary goals.

The MWBE Outreach Plan should address, at a minimum, the following:

A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting DES's voluntary MWBE utilization goals.

B. Provide the date your MWBE Outreach Plan was adopted by your firm.

C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.

D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet DES's voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:

1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.

2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE subcontractors.

3. The project-specific outreach your firm utilizes in identifying and contacting MWBE subconsultants through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.
4. The procedures your firm employs in providing one-on-one assistance to MWBE subconsultants in understanding the project and your firm's selection processes.
5. Describe your MWBE subconsultant mentoring program, if any. Describe any mentoring of MWBE subconsultants that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring MWBE subconsultants, and how effective the mentoring has been in the success of the MWBE subconsultants.
6. Describe any specific actions your firm uses to develop subcontract requirements (such as task breakdowns and delivery schedules) that encourage and permit maximum participation by MWBEs.
- E. Describe how your firm will monitor its progress toward meeting the voluntary MWBE goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

While DES is interested in contracting with firms who employ a diverse workforce, this should not be part of the MWBE Outreach Plan. The focus is on outreach efforts to contract with minority-owned and women owned business. Achievement of the goals is encouraged; however, no minimum level of MWBE participation shall be required as a condition of the consultant selection. Qualification submittals will not be rejected or considered non-responsive if they do not include MWBE participation. Minority and Women owned businesses are encouraged to apply and are also required to submit an Outreach Plan.

Adopted March 6, 2013