

NOTICE TO CONSULTANTS
“REQUEST FOR QUALIFICATIONS”

Architectural Design services are required for project Number 2014-978 for Wenatchee Valley College located in Wenatchee Washington.

Scope of Work

Wenatchee Valley College (WVC) is requesting architectural services to provide design and construction administration services for a new recreation center.

The College proposes to construct a new 20,000 square foot recreation center on their campus in Wenatchee Washington. This project will provide a place for all students to use and will include basketball courts, volleyball an indoor track, a yoga studio and fitness lab and batting cages.

The oral interviews are tentatively scheduled for the week of July 6th and will be held at Wenatchee Valley College.

For additional information, contact David Lohrengel, E&AS Project Manager, at (360) 407-9352 or cell 360-239-0151.

Architectural fees shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects as published by the Office of Financial Management and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria categories, weighted as indicated: Qualifications of Key Personnel (100 points); Previous Performance (100 points); Relevant Experience (100 points); OMWBE Outreach plan (25 points).

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE 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 MWBE participation. A/E's may contact Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants.

Submit five (5) sets of qualifications and one (1) set on CD. Each set to include: Executive summary, Federal form SF330 Part 2 only, and any other pertinent data to assist the Selection Board in evaluating qualifications. Submit qualifications and firm data, not exceeding 20 pages each, 8-1/2" x 11" sheets, (printed front to back, 40 single pages) (please note, a single 11"x 17" shall count as two sheets.) **To qualify for review, submittals are required to be delivered to, and date/time stamped by E&AS prior to 3:00pm, Friday, June 12, 2015.**

Address submittals to:

Division of Engineering & Architectural Services
Jefferson Building
Address:
1500 Jefferson St. SE
Attn: Robyn Hofstad
Olympia, WA 98501

Mailing Address:
P.O. Box 41476
Olympia, WA 98504-1476
Attn: Robyn Hofstad

NO FAXED OR ELECTRONIC 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.

The State of Washington is an affirmative action employer. This is not a request for a fee 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