

NOTICE TO CONSULTANTS
"REQUEST FOR QUALIFICATIONS"

Architectural consultant services are required for project No. 2015-830, Cascadia Community College On-Call Campus Architect, Bothell, Washington.

Scope of Work

The on call Campus Architect will provide architectural and engineering consultant services for a wide variety of capital improvement projects at Cascadia Community College.

The work will consist of the design, construction management, and project planning of legislatively approved projects, and scoping and project budget development of new project for future capital budget request. Potential projects include remodeling existing building spaces, dividing large classrooms into separate rooms, remodeling existing offices or conference rooms into smaller offices, adding in windows, walls, and doors, improving crosswalks and sidewalks, modifying HVAC system, installing fire dampers, re-sealing windows, replacing elevators, and replacing failing boilers.

The goals of each project are to minimize the disruptions to the College operations; maximize the efficiencies for the Consultant and the College Staff; to maintain consistent planning and design standards; and to maintain a coordinated program schedule for completing all the work in a thoughtful organized manner.

Consultants should have a strong background in multi-phased State Agency Construction, the State of Washington capital budget process, planning, and sustainable design in educational facilities.

A non-mandatory informational meeting with interested consultants will be held May 28th, 2015, 10:00 am at Cascadia Community College in CC3 Building, Room 328.

Please see the link below for the map of Cascadia Community College. Parking is available in the North parking garage or South upper surface lot for larger trucks. You must pay to park on campus

<http://www.cascadia.edu/discover/visitors/gettocampus.aspx>.

Interviews are tentatively scheduled for July 9th, 2015.

For additional information, contact Anthony Ifie, E&AS Project Manager, at (360) 360-628-2109 or Kimberlee Clark, Assistant Director of Facilities, Cascadia College at (425) 352-8204.

The College intends to select one firm.

The State reserves the right to conduct a new consultant selection process for any project on campus. Projects for the On-Call Campus Architect are limited to \$1,000,000 total project cost per project. Projects over \$1,000,000 total project cost will require a new selection. The extent of this contract will be for a two year period from July 1, 2015 to June 30, 2017.

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); Previous Performance (50); Relevant Experience (100); Project Approach (100) and MWBE Outreach Plan (25).

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 the 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) 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. Submittals shall not exceed 20 pages each, 8-1/2"x 11" sheets, printed front to back, or 40 single pages printed on one side only. Please note that 11"x17" foldouts are permitted, but shall be limited to (5) maximum, and shall be counted as two 8-1/2"x 11" sheets per 11"x17" sheet, if printed on one side only. **To qualify for review, submittals are required to be delivered to, and date/time stamped by E&AS prior to 4:00 PM on Thursday, June 18, 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